

**HOPKINS CITY COUNCIL
AGENDA
Tuesday, January 7, 2020
7:00 pm**

**THIS AGENDA IS SUBJECT TO CHANGE
UNTIL THE START OF THE CITY COUNCIL MEETING**

Schedule City Council Meeting, 7 p.m. – HRA Meeting immediately following City Council Meeting
Work Session after close of HRA Meeting

I. CALL TO ORDER

1. Oath of Office – Mayor Gadd and Council Members Beck and Hunke; Domeier

II. ADOPT AGENDA

III. PRESENTATIONS

1. Bicycle Friendly Community Designation; Youngquist

IV. CONSENT AGENDA

1. Minutes of the December 17, 2019 City Council Regular Meeting Proceedings
2. Appointment of Mayor Pro Tempore for 2020; Domeier
3. Designation of Official Newspaper for 2020; Domeier
4. Designation of Official Depositories for 2020; Bishop
5. Authorize Out-of-State Travel; Domeier
6. Ratify Checks Issued in December 2019; Bishop
7. Approve Resolution 2020-003 Declaring the Official Intent of the City to Reimburse Certain Expenditures from the Proceeds of Equipment Certificates to be Issued by the City regarding equipment purchases; Bishop
8. Professional Services Agreement – Zoning Ordinance Update; Lindahl

V. PUBLIC HEARING

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Approve Final Plans and Order Bids – 2020-2021 Street and Utility Improvements, City Project 2091-10; Klingbeil
2. First Reading: Ordinance Adopting the Recodification of the Hopkins City Code; Domeier

VIII. ANNOUNCEMENTS

- Next Regular City Council Meeting: Tuesday, January 21 at 7:00 p.m.
- Taste of Hopkins and State of the City Event at Hopkins Center for the Arts, 1111 Mainstreet: Thursday, January 30 starting at 5:00 p.m.

IX. ADJOURN

OPEN AGENDA – PUBLIC COMMENTS/CONCERNS

Public must fill out a Speaker Request Form. During this time, anyone wanting to address a topic **not listed on the agenda** may do so. Three minute time limit per person.

The Hopkins City Council Chambers are enabled with a hearing loop system and hearing amplification options are available. Please notify staff for assistance.

CITY OF HOPKINS OATH OF PUBLIC OFFICE

On January 7, 2020 in the City Hall of Hopkins, Minnesota, in the presence of the Residents of Hopkins, the following Oath of Office was administered to

Jason Gadd

I, Jason Gadd, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties as Mayor for the City of Hopkins in the County of Hennepin and the State of Minnesota, to the best of my judgment and ability, so help me God.

Jason Gadd, Mayor

Subscribed and sworn to before me this
7th day of January, 2020.

Amy Domeier, City Clerk

CITY OF HOPKINS OATH OF PUBLIC OFFICE

On January 7, 2020 in the City Hall of Hopkins, Minnesota, in the presence of the Residents of Hopkins, the following Oath of Office was administered to

Alan Beck

I, Alan Beck, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties as Council Member for the City of Hopkins in the County of Hennepin and the State of Minnesota, to the best of my judgment and ability, so help me God.

Alan Beck, Council Member

Subscribed and sworn to before me this
7th day of January, 2020.

Amy Domeier, City Clerk

CITY OF HOPKINS OATH OF PUBLIC OFFICE

On January 7, 2020 in the City Hall of Hopkins, Minnesota, in the presence of the Residents of Hopkins, the following Oath of Office was administered to

Brian Hunke

I, Brian Hunke, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties as Council Member for the City of Hopkins in the County of Hennepin and the State of Minnesota, to the best of my judgment and ability, so help me God.

Brian Hunke, Council Member

Subscribed and sworn to before me this
7th day of January, 2020.

Amy Domeier, City Clerk



MEMO

To: Honorable Mayor and City Council

From: Jan Youngquist, Community Development Coordinator

Date: January 7, 2020

Subject: Bicycle Friendly Community Designation

The League of American Bicyclists has honored Hopkins with a bronze-level Bicycle Friendly Community (BFC) Award. The award recognizes Hopkins' commitment to creating transportation and recreational resources to benefit residents of all ages and abilities while encouraging healthy and sustainable transportation choices.

Staff from the Planning and Economic Development, Engineering, and Police departments collaborated on the BFC application. The rigorous application process considered bike infrastructure as well as other essential elements including efforts around education, encouragement, evaluation, and enforcement all through the lens of equity.

Since 2002, the program has accepted over 1,600 applications for the BFC program. Hopkins is now one of the 488 Bicycle Friendly Communities across the country who has achieved this designation. Awarded communities must renew their status every four years to ensure that they not only maintain existing efforts, but also keep up with changing technology, national safety standards, and community-driven best practices. Hopkins BFC designation is for 2019-2023.

Kate Matusenic from the Bicycle Alliance of Minnesota will present the BFC award to the City Council.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
DECEMBER 17, 2019**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, December 17, 2019 at 7:01 p.m. in the Council Chambers at City Hall, 1010 First Street South, Hopkins.

Mayor Gadd called the meeting to order followed by the Pledge of Allegiance with Council Members Brausen, Kuznia, Halverson and Hunke attending. Staff present included City Manager Mornson, Finance Director Bishop, City Clerk Domeier, Director of Planning and Development Elverum, Police Chief Johnson, Assistant City Manager Lenz, City Planner Lindahl, City Attorney Riggs, Fire Chief Specken and Public Works Director Stadler.

ADOPT AGENDA

Motion by Brausen. **Second** by Kuznia.

Motion to Adopt Agenda.

Ayes: Brausen, Kuznia, Gadd, Halverson, Hunke.

Nays: None. Motion carried.

CONSENT AGENDA

Motion by Halverson. **Second** by Kuznia.

Motion to Approve the Consent Agenda.

1. Minutes of the November 26, 2019 City Council Special Meeting Proceedings
2. Minutes of the November 26, 2019 City Council Special Work Session Proceedings
3. Minutes of the December 3, 2019 City Council Regular Meeting Proceedings
4. Minutes of the December 3, 2019 City Council Work Session following Regular Meeting Proceedings
5. Adopt Resolution 2019-100, Approving Execution of a Metropolitan Council Water Efficiency Grant Agreement
6. Adopt Resolution 2019-099, Changing the Benefit Amount for the Hopkins Fire Department Relief Association
7. Second Reading of Ordinance 2019-1144 Rezoning the Beacon (Vista 44) Apartment Building Site
8. Renewal of General Liability and Property Insurance and Authorize Not Waiving the Statutory Tort Liability on the League of Minnesota Cities Insurance Trust Policy
9. Approve Facility Solar Project Agreements

Mayor Gadd asked for clarification on the Metropolitan Council Water Efficiency Grant and the Facility Solar Project agreements. Public Works Director Stadler explained that the Water Efficiency Grant would benefit many Hopkins households for reimbursement

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
DECEMBER 17, 2019**

on qualifying appliances. Mr. Stadler discussed the solar project and estimated energy savings to the City.

Council Member Brausen asked about the Beacon (Vista 44) apartment parking agreement with the church property. Chris Dettling, Beacon Interfaith representative, commented that they have had conversations with the church regarding parking. The church is not interested in a long-term agreement but is open to discussion in the future. Council Member Brausen commented that parking is a concern to the neighborhood. Mr. Dettling commented that Beacon feels they will have adequate parking for their project.

Ayes: Brausen, Kuznia, Gadd, Halverson, Hunke.

Nays: None. Motion carried.

OLD BUSINESS

VI.1. 2020 Budget Meeting, 2020 Tax Levy and General and Special Revenue Fund Budgets

Finance Director Bishop commented that the agenda item is a continued discussion of the 2020 General Fund Budget and Tax Levy. Mr. Bishop gave an overview of the Financial Management Plan (FMP) and budget process commenting that staff and Council have held ten meetings to discuss the 2020 budget. Mr. Bishop commented that the proposed reduction to the levy is based on City Council feedback and public comment. Mr. Bishop gave an overview of the proposed 2020 levy, debt service levy, projects funded and effect on a \$276,000 median value home.

Mayor Gadd commented that Council appreciates resident feedback and staff has incorporated the comments and has reduced the initial levy by \$500,000 by delaying projects and needs. Mayor Gadd gave an explanation of the budget process commenting that the Council has taken into consideration operational budget changes and would address needs going into the future. Mr. Gadd discussed the FMP, a long-term plan that is modified each year. The FMP was established to level out how the City handles taxes and major projects. Mayor Gadd discussed the debt covered by the debt levy explaining that the infrastructure projects benefitting residents include safe water delivery, functioning sewer and proper storm water management. Mayor Gadd commented on the bike and pedestrian amenities developed with the use of grants and the financial impact of the Arts Center on the downtown district. The City Council realizes the impact of the budget and debt levy on fixed incomes and is looking at ways to help qualified residents.

Mayor Gadd explained that the public comments from the December 3 City Council meeting are on record and Council is welcoming public comment tonight from individuals that may not have been able to speak on December 3 due to other Truth and Taxation meeting conflicts and the length of the City Council meeting.

**HOPKINS CITY COUNCIL
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Lucy Arimond, 244 11th Avenue North, spoke in support of the budget commenting that she was concerned about the damage of budget cuts to the quality of services and staff.

Mayor Gadd commented that residents could contact staff and Council with additional budget questions.

Council Member Brausen spoke about the many comments that have been received and he shares resident's concerns that the levy should be lower. He is looking forward to conversations with residents throughout the year and that the City needs to do a better job with communication and hearing resident concerns and perspectives. Mayor Gadd commented on the importance of education and communication and open-minded discussion going forward. Council Member Hunke commented on the importance of properly communicating the budget and looking forward to positive changes moving forward into next year. Council Member Kuznia discussed the substantial budget cuts commenting that needs have been extended and that next year's budget discussion would not be easier. Mayor Gadd commented on the unique ideas shared by residents on ways to improve the budget and keep the levy down. Council Member Halverson commented that the Council would begin discussing the 2021 budget in January and looks forward to hearing resident ideas and creative ways to continue City services.

Motion by Halverson. **Second** by Kuznia.

Motion to Adopt Resolution 2019-096 approving the 2020 tax levy and adopting the 2020 General and Special Revenue Fund budgets.

Ayes: Kuznia, Gadd, Halverson, Hunke.

Nays: Brausen. **Motion carried.**

Mayor Gadd commented that the Financial Management Plan (FMP) would be discussed at the January 21 City Council meeting.

NEW BUSINESS

VII.1. Approve Resolution 2019-097 Approving the Mediated Settlement and the Addendum to the Mediated Settlement Agreement and Release between the City of Hopkins, the Housing and Redevelopment Authority in and for the City of Hopkins, Doran 810 LLC and Doran 810 Apartments, LLC and (B) Approve Resolution 2019-098 Approving the Amended and Restated Development Agreement between the City of Hopkins, the Housing and Redevelopment Authority in and for the City of Hopkins, Doran 810 LLC and Doran 810 Apartments, LLC

Director of Planning and Development Elverum discussed the background of the Doran 810 project and development agreement. Ms. Elverum discussed the projects positive impact on the City including diversifying the housing options, bringing spending into the downtown, the dynamic gateway entrance into Hopkins and the positive effect on area

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DECEMBER 17, 2019**

properties. Ms. Elverum gave an explanation of the complex Tax Increment Financing (TIF) and an overview of the agreement settlement that minimizes the risk to the City and the tax payers.

Bob Alsop, Attorney representing the City of Hopkins, presented background of the negotiations and the reasons for the litigation regarding the Doran property. Mr. Alsop discussed the primary defense, the court and litigation process, potential risks, TIF funds and gave an overview of the settlement agreement terms.

Stacie Kvilvang, Ehlers and Associates, Inc. gave an overview of the mediation commenting that the agreement is the best outcome for both parties with the least amount of risk to the City and the taxpayers. Ms. Kvilvang gave an overview of the property site before and after the development discussing the increase to the tax base through the more intense development. Ms. Kvilvang commented on the increase in the valuation of the property and the significant increase in the City's portion of the taxes. Ms. Kvilvang discussed the TIF agreement, developer concessions and improvements to the area.

Mayor Gadd commented that the City Council met in a closed session prior to tonight's meeting for in depth conversation with the attorneys. Mayor Gadd commented on the settlement agreement and addendum. Mr. Alsop discussed the changes to the development agreement and reason why the item was pulled from an earlier Consent Agenda. Mayor Gadd asked about the TIF agreement. Ms. Kvilvang commented that TIF could possibly be paid off sooner than the 25 years commenting on the significant increase in valuations. Council Member Halverson commented that the property is already 3 years into the TIF agreement. Council Member Brausen asked about the Judge's reaction. Mr. Alsop gave an overview of the Judge's comments. Mayor Gadd discussed the initial idea of the public-private partnership and commented that the TIF agreement is not impacting the levy. Ms. Elverum explained that the perceived risk of the project was around the Southwest Light Rail Transit project but the risk that the developer and the Met Council would not come to terms was underestimated. Council Member Hunke asked why the Met Council was not responsible. Ms. Elverum discussed the reasons and the development agreement. Council Member Brausen discussed the settlement agreement commenting that it is the best way to move forward without risk to the City.

Mayor Gadd commented the public could submit additional questions or call Director of Planning and Development Elverum regarding the settlement.

Motion by Brausen. **Second** by Hunke.

Motion to Approve Resolution 2019-097 Approving the Mediated Settlement and the Addendum to the Mediated Settlement Agreement and Release between the City of Hopkins, the Housing and Redevelopment Authority in and for the City of Hopkins, Doran 810 LLC and Doran 810 Apartments, LLC.

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**Ayes: Brausen, Kuznia, Gadd, Halverson, Hunke.
Nays: none. Motion carried.**

Motion by Brausen. **Second** by Halverson.

Motion to Approve Resolution 2019-098 Approving the Amended and Restated Development Agreement between the City of Hopkins, the Housing and Redevelopment Authority in and for the City of Hopkins, Doran 810 LLC and Doran 810 Apartments, LLC.

**Ayes: Brausen, Kuznia, Gadd, Halverson, Hunke.
Nays: none. Motion carried.**

Mayor Gadd thanked the team for all their efforts on behalf of the City and settlement that was arranged.

ANNOUNCEMENTS

1. Next Regular City Council Meeting: Tuesday, January 7 at 7:00 p.m.
2. City Hall will be closed December 24, 25 and January 1.
3. Financial Management Plan discussion is scheduled on the January 21 City Council agenda.
4. Council Member Kuznia was recognized for his service to the City. Council Member Kuznia thanked City staff, partnering cities and residents for the opportunity to serve the community. Council Member Kuznia welcomed and congratulated incoming Council Member Beck. Minnetonka Mayor Wiersman, 15920 Portico Drive, Minnetonka, appreciates the collaboration with the City of Hopkins and has enjoyed knowing and working with Council Member Kuznia.

ADJOURNMENT

There being no further business to come before the City Council and upon a motion by Halverson, second by Hunke, the meeting was unanimously adjourned at 8:21 p.m.

OPEN AGENDA – PUBLIC COMMENTS AND CONCERNS

Maggie Sedoff, 122 Oakwood Road, commented on the TIF agreement and asked about parking for the SWLRT. Ms. Kvilvang discussed the TIF agreement and Mayor Gadd commented that The Moline parking garage is private and parking would be expanded at the SWLRT Shady Oak Station location. Council Member Brausen thanked residents for their feedback and input.

William Anderson, 102 Wayside Road W, spoke about concerns of the debt and the need to come up with solutions. Mayor Gadd commented on the importance of education and communication. Council Member Brausen commented that resident ideas and suggestions are helpful to the process. Mayor Gadd commented that the Council is open to ideas and discussions and wants to hear from residents.

**HOPKINS CITY COUNCIL
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Respectfully Submitted,
Debbie Vold

ATTEST:

Jason Gadd, Mayor

Amy Domeier, City Clerk



January 7, 2020

Council Report 2020-001

Appointment of Mayor Pro Tempore for 2020

Staff recommends approval of the following motion: Move to appoint Council Member Halverson as the Mayor Pro Tempore for 2020.

Overview

Minnesota State Statute section 412.121 and Hopkins City Charter section 2.06 states that at the first meeting of each year the City Council shall choose a Mayor Pro Tempore. The Mayor Pro Tempore shall serve as the presiding officer and Acting Mayor of the Council in the absence of the Mayor.

Primary Issues to Consider

- Traditionally the Council Member who has served the longest is chosen as Mayor Pro Tempore.

Alternatives

- Appoint Council Member Halverson as Mayor Pro Tempore; or
- Appoint another Council Member as Mayor Pro Tempore.

Staff recommends alternative one, appoint Council Member Halverson as Mayor Pro Tempore for 2020.

Amy Domeier, City Clerk

Financial Impact: \$_____ Budgeted: Y/N ____ Source: _____ Related Documents (CIP, ERP, etc.): _____ Notes: _____



January 7, 2020

Council Report 2020-002

Designation of the Official Newspaper for 2020

Staff recommends approval of the following motion: Move to designate the Hopkins/Minnetonka Sun-Sailor as the 2020 Official Newspaper for the City of Hopkins.

Overview

MN Statute 331A.02 and City Charter section 12.01 require that the City Council designate the official newspaper for the year at the first regular Council Meeting. All required legal documents and notices for the City of Hopkins will be published in the official newspaper.

Primary Issues to Consider

The City received a bid from the *Hopkins/Minnetonka Sun-Sailor* for the legal newspaper designation. Staff is proposing to keep *Hopkins/Minnetonka Sun-Sailor* as the official newspaper because it reaches a majority of our residents in print and the working relationship the City has with their staff and reporters.

The following rate structure for legal notices would be effective January 1, 2020:

- First insertion: \$11.90 per column inch
- Subsequent insertions: \$7.00 per column inch
- Characters per inch: 320
- Lines per inch: 9

All published legal notices will be posted on the *Sun-Sailor* website at no additional charge. The prices have not increased since 2018. This item is budgeted in all departments.

Recommendation

Staff recommends designating the *Hopkins/Minnetonka Sun-Sailor* as the official newspaper for Hopkins.

Amy Domeier

Amy Domeier, City Clerk

Financial Impact: \$_____ Budgeted: Y/N <u>Y</u> Source: _____ Related Documents (CIP, ERP, etc.): _____ Notes: _____



Designation of Official Depositories for 2020

Proposed Action.

Staff recommends adoption of the following motion: Approve Resolution 2020-002 Approving Official Depositories for City Funds in 2020.

Overview:

MN Statute 118A.02 requires that the City Council designate banks and financial institutions as official depositories for City Funds. This list gives staff authority to deposit funds in the named organizations only.

Primary Issues to Consider:

The City worked with Wells Fargo Bank, N.A, Wells Fargo Securities LLC, TD Ameritrade Inc., and Ehlers Investment Partners LLC in 2019. The City has also previously worked with Morgan Stanley Smith Barney and RBC Capital Markets, LLC. The City would like to continue these relationships into 2020.

Supporting Information:

- Resolution 2020-002.

Nick Bishop, CPA
Finance Director

Financial Impact: \$ _____ Budgeted: Y/N _____ Y _____ Source: _____ Related Documents (CIP, ERP, etc.): _____ Notes: _____

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2020-002

**A RESOLUTION APPROVING OFFICIAL DEPOSITORIES
FOR CITY FUNDS IN 2020**

WHEREAS, the City of Hopkins is required by law to designate depositories and financial institutions for City Funds.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hopkins designates Wells Fargo Bank, N.A. as an official depository for City funds, both checking and savings; and

BE IT FURTHER RESOLVED, that the City Council of the City of Hopkins designates as depositories and financial institutions for City funds, Wells Fargo Securities, LLC, TD Ameritrade Inc, Morgan Stanley Smith Barney, RBC Capital Markets, LLC for all authorized and suitable investments covered under the City's Investment Policy, Legislative Policy 6-B

BE IT FURTHER RESOLVED, that the City Council of the City of Hopkins designates depositories for City funds, Wells Fargo Securities LLC, Ehlers Investment Partners LLC, Morgan Stanley Smith Barney and RBC Capital Markets, LLC as agent/brokers, for all authorized and suitable investments covered under the City's Investment Policy, Legislative Policy 6-B.

Adopted by the City Council of the City of Hopkins this 7th day of January, 2020.

By: _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



January 7, 2020

Council Report 2020-003

Authorize Out-of-State Travel

Proposed Action

Staff recommends approval of the following motion: Move that the Hopkins City Council authorize attendance at the National League of Cities Conferences as required by the Travel Reimbursement Policy.

Approval of this motion will authorize the expenditure of funds for City Council members to attend the National League of Cities 2020 Congressional City Conference, 2020 NLC City Summit and any other NLC Policy Committee meetings.

Overview

In 2005, the Minnesota Legislature adopted a law, M.S. 471.661, requiring local units of government to adopt a policy that controls travel outside the state of Minnesota. The policy had to specify:

- (1) when travel outside the state is appropriate;
- (2) applicable expense limits; and
- (3) procedures for approval of the travel.

The City's Travel and Reimbursement Policy requires the City Council to approve, in advance, travel outside the state of Minnesota for elected officials. Travel can be authorized for the following reasons:

- The elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
- The elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.

The National League of Cities Conference provides opportunities for the City Council to accomplish both these objectives.

Supporting Documents

- [Travel Reimbursement Policy](#)

Amy Domeier, City Clerk

POLICY 2-H
TRAVEL REGULATIONS
REIMBURSEMENT POLICIES

1. PURPOSE

1.01 The purpose of this policy is to establish guidelines for the reimbursement of money spent on official city business.

2. **OUT-OF-STATE TRAVEL FOR ELECTED OFFICIALS**

2.01 **The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel.** In evaluating the out-of-state travel request, the Council will consider the following:

- Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
- Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
- Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
- Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.
- Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
- Whether the city has sufficient funding available in the budget to pay the cost of the trip.

2.02 No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

2.03 The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.

2.04 The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in this policy for out-of-state travel by city employees.

3. APPROVAL AND ADVANCES

- 3.01 Reimbursement for City business related travel, conference, seminar and meeting expenses are intended to refund actual costs incurred by employees and elected officials of the City of Hopkins.
- 3.02 Cash advances intended to defray costs incurred during authorized travel and prior to submission of a TRAVEL EXPENSE REPORT AND REQUEST FOR REIMBURSEMENT form may be obtained by submitting a REQUEST FOR TRAVEL ADVANCE form to the Finance Department at least seven (7) calendar days prior to a regular Council meeting at which the request for Advance will be considered.

4. ALLOWABLE EXPENSES-LODGING

- 4.01 Accommodations shall be selected at a reasonable cost consistent with the facilities available and convenient to the location of the conference, seminar or meeting attended.
- 4.02 Only the costs of single occupancy will be reimbursed. If a double occupancy occurs (i.e. a spouse/guest accompanies the employee) the employee is responsible for the additional cost of double over single occupancy.
- 4.03 Lodging for the night before the commencement of a conference, seminar or meeting may be claimed.
- 4.04 Reimbursement for meals and lodging shall be limited to the period of time required if commercial air transportation were used. Generally this includes one travel day prior to the conference and one travel day after the conference. If a conference does not start until the late afternoon or evening, that day shall be considered the travel day.
- 4.05 Lodging within the metro area will not be reimbursed.

5. ALLOWABLE EXPENSES-TRANSPORTATION

- 5.01 Allowable transportation costs shall include reimbursement for mileage accumulated on a personal vehicle at the standard IRS rate per mile or the actual round trip coach-class airfare rate, whichever is less. When two or more employees are traveling in one automobile, reimbursement shall be made to one employee.
- 5.02 Air transportation shall be coach-class unless such service is unavailable. Reservations are to be made in advance at the earliest date to insure the lowest possible fares. "Super Saver"-type rates shall be used if available and appropriate for the particular situation. If the reservation is not going to be used, it must be canceled immediately.
- 5.03 Airline travel credit. Whenever public funds are used to pay for airline travel by an elected official or City employee, any credits or other benefits issued by any airline must accrue to the benefit of the City. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the City Council within 90 days of receipt.

5.04 Local transportation such as taxicab and bus fares to and from the place of lodging and conference, seminar or meeting are reimbursable only if circumstances require such travel. Costs for local transportation not pertaining directly to City business will not be reimbursed.

6. ALLOWABLE EXPENSES-MEALS

6.01 Reimbursement for meals while on authorized travel shall include only actual expenditures including tax and tip with a maximum gratuity of 20% when applicable. Receipts for meals must clearly indicate whether the requested reimbursement is for BREAKFAST, LUNCH, or DINNER, and the date of the meal. Detailed meal receipts should be obtained indicating the actual items purchased. Reimbursement will not be provided for any meals which are included as part of registration, tuition or fees.

6.02 Due to the general difficulty in acquiring receipts for meals and incidentals, any official or employee may claim a per diem reimbursement for actual and necessary expenses.

The per diem for meals and miscellaneous subsistence expenses for employees who travel on City business shall be \$66.00.

6.03 The per diem allowance includes all charges for meals, all gratuities and taxes, all fees and tips to bellhops and porters, any laundry and/or cleaning expenses and any other similar expenses.

6.04 Reimbursement is not allowed for alcoholic beverages.

6.05 Reimbursement for actual meal costs that exceed the daily allowance will be made only when documented by receipts.

6.06 If meals are included in tuition or registration fees and/or only a fraction of the day is authorized for travel, the per diem or expense allowance will be reduced as follows, unless documented otherwise:

Breakfast	- \$12.00
Lunch	\$18.00
Dinner	\$36.00

6.07 Breakfast allowance shall be authorized for metro-Minneapolis departures prior to 8:00am and dinner allowance shall be authorized for metro-Minneapolis arrivals after 7:00pm.

7. ALLOWABLE EXPENSES — GENERALLY

7.01 Whenever possible, receipts must accompany claims for reimbursement. Each such receipt shall clearly depict the type of expense incurred, the date of its incurrence, and the purpose of the expense. When using a credit card write the purpose of the expense on the credit slip. If the credit purchase is made over the phone, a record of the amount, purpose, and vendor must be turned into the Finance department.

7.02 Miscellaneous expenses may be authorized, such as business related telephone and tips for bellhops.

- 7.03 The City shall not pay for any expenses, the costs of which are included in registration for conferences, seminars, or other purposes.
- 7.04 Spouse/Guest's conference registration or airline tickets may be advanced by the City but must be reimbursed by the employee. The City shall pay no expenses for a spouse/guest who accompanies the employee/city official to a conference/seminar/meeting including the incremental lodging expenses of double over single occupancy rates.
- 7.05 The city will not reimburse for personal telephone calls, rental of luxury vehicles, or recreational expenses such as golf or tennis.

8. EXPENSE REPORTS

- 8.01 A TRAVEL EXPENSE REPORT AND REQUEST FOR REIMBURSEMENT form shall be submitted to the Finance Department within thirty (30) days of the date of the conclusion of the conference, seminar, or other purpose for reimbursement by person claiming reimbursement. Receipts for expense items, including meals, shall accompany each TRAVEL EXPENSE REPORT AND REQUEST FOR REIMBURSEMENT form. If a paid receipt for a particular item is unobtainable, the TRAVEL EXPENSE REPORT AND REQUEST FOR REIMBURSEMENT form must contain a statement certifying that the claim(s) for that particular item(s) is accurate.
- 8.02 Any unused portion of a travel advance must be promptly returned to the City. Attendees shall be billed for nonreimbursable expenses paid by the City.
- 8.03 A copy of the conference registration/brochure shall be submitted with the expense report.

Established 8/18/87
Revised 3/28/90
Revised Dec. 2005
Revised 10/2012
Revised 8/13

CITY OF HOPKINS

FINANCE DEPARTMENT

MEMORANDUM

Date: December 26, 2019
To: Honorable Mayor and Members of the City Council
From: Nicholas Bishop, Finance Director
Subject: Ratify Checks Issued in December 2019

The checks issued between November 27, 2019 and December 26, 2019 were number 117281 through 117613, for a total distribution of \$1,562,203.41.

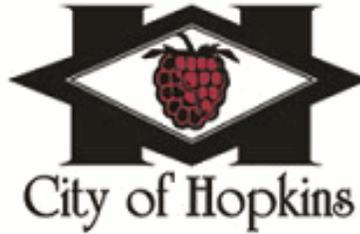
The checks issued, along with the purpose for those payments are attached for your review.

The check registers and detail of those checks can be reviewed at any time in the Finance Department.

Accounts Payable

Checks by Date - Summary by Check Date

User: jthoennes
Printed: 12/26/2019 1:20 PM



1010 First Street South
Hopkins, MN 55343

952-935-8474
M-F, 8 am-4:30 pm
www.hopkinsmn.com

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
117281	29669	AVESIS	11/27/2019	0.00	300.01
117282	08625	HOPKINS POLICE ASSOCIATION	11/27/2019	0.00	1,260.00
117283	09801	I.U.O.E. CENTRAL PENSION FUND	11/27/2019	0.00	1,680.00
117284	09085	ICMA - ROTH IRA - 706260	11/27/2019	0.00	1,164.23
117285	12012	LAW ENFORCEMENT LABOR SERVICE	11/27/2019	0.00	408.00
117286	30392	CIGNA LIFE INS COMP OF AMERICA -	11/27/2019	0.00	297.80
117287	30391	CIGNA LIFE INS COMP OF AMERICA -	11/27/2019	0.00	2,591.52
117288	30390	CIGNA LIFE INS COMP OF AMERICA -	11/27/2019	0.00	2,566.47
117289	30023	CIGNA LIFE INS COMP OF N AMERICA	11/27/2019	0.00	624.06
117290	08568	RESOURCE WEST	11/27/2019	0.00	53.84
117291	09084	ICMA RETIREMENT TRUST- 300824	11/27/2019	0.00	2,998.30
117292	21523	UNION LOCAL 49	11/27/2019	0.00	805.00
Total for 11/27/2019:				0.00	14,749.23
117293	28422	ADVANCED IMAGING SOLUTIONS	12/05/2019	0.00	3,912.10
117294	01521	ANCHOR PAPER COMPANY	12/05/2019	0.00	813.75
117295	01543	ANCOM COMMUNICATIONS INC	12/05/2019	0.00	95.00
117296	01737	ASPEN MILLS	12/05/2019	0.00	284.78
117297	20006	AXON ENTERPRISES, INC.	12/05/2019	0.00	211.15
117298	02031	B & W SPECIALTY COFFEE CO	12/05/2019	0.00	317.68
117299	30366	BERRY COFFEE COMPANY INC	12/05/2019	0.00	65.00
117300	02563	BOLTON & MENK, INC	12/05/2019	0.00	54,737.43
117301	27782	BOUND TREE MEDICAL LLC	12/05/2019	0.00	367.56
117302	27822	BRADS PRO AUDIO	12/05/2019	0.00	750.00
117303	30127	CINTAS CORPORATION NO. 2	12/05/2019	0.00	380.76
117304	26951	COMCAST	12/05/2019	0.00	144.85
117305	26951	COMCAST	12/05/2019	0.00	69.95
117306	26951	COMCAST	12/05/2019	0.00	2.10
117307	26951	COMCAST	12/05/2019	0.00	6.30
117308	03800	CULLIGAN - METRO	12/05/2019	0.00	191.00
117309	29303	DIVERSIFIED COFFEE PRODUCTS	12/05/2019	0.00	228.22
117310	05481	EMERGENCY APPARATUS MAINT INC	12/05/2019	0.00	314.82
117311	06567	FORCE AMERICA	12/05/2019	0.00	83.79
117312	30555	PEGGY GONGOLL	12/05/2019	0.00	405.00
117313	07681	GRAINGER, INC	12/05/2019	0.00	71.66
117314	08004	HANCE HARDWARE, INC	12/05/2019	0.00	839.00
117315	08243	HENNEPIN HEALTHCARE	12/05/2019	0.00	555.00
117316	30048	RICH HILL	12/05/2019	0.00	986.24
117317	08627	HOME DEPOT CREDIT SERVICES	12/05/2019	0.00	536.70
117318	08576	HOPKINS F.D. RELIEF ASSOC	12/05/2019	0.00	810.00
117319	29612	INTERNATIONAL CHEMTEX	12/05/2019	0.00	39.56
117320	29267	J SPANJERS COMPANY INC	12/05/2019	0.00	1,550.00
117321	30269	JANELLE JASPERS JONES	12/05/2019	0.00	240.00
117322	29291	KRECH, O'BRIAN, MUELLER & ASSOC	12/05/2019	0.00	456.00
117323	30649	ELOISE D LARSON	12/05/2019	0.00	100.00
117324	29529	LEXISNEXIS RISK SOLUTIONS	12/05/2019	0.00	85.83

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
117325	29737	MACDONALD & MACK ARCHITECTS,	12/05/2019	0.00	5,148.75
117326	13031	MATTS AUTO SERVICE, INC	12/05/2019	0.00	115.00
117327	30610	MCPHILLIPS BROS ROOFING COMPAN	12/05/2019	0.00	12,350.00
117328	13160	MEDICINE LAKE TOURS	12/05/2019	0.00	1,465.00
117329	29177	RENEE A MEUWISSEN	12/05/2019	0.00	345.00
117330	13354	MN BENEFIT ASSOCIATION	12/05/2019	0.00	37.18
117331	30648	MOUNTAIN ENERGY LLC	12/05/2019	0.00	105.00
117332	30300	NORDIC SOLAR HOLDCO LLC	12/05/2019	0.00	3,625.17
117333	14582	NORTHWEST ASPHALT INC	12/05/2019	0.00	533,875.11
117334	28458	OLSEN FIRE PROTECTION INC	12/05/2019	0.00	3,615.00
117335	30600	ROBERT OLSON	12/05/2019	0.00	435.00
117336	15521	ON SITE SANITATION	12/05/2019	0.00	213.00
117337	26974	O'REILLY AUTO PARTS	12/05/2019	0.00	51.44
117338	28133	PATRICIA PETERSON	12/05/2019	0.00	10,950.00
117339	30460	PLYMOUTH RIDGE INC	12/05/2019	0.00	4,104.00
117340	17806	QWEST CORP	12/05/2019	0.00	7,606.50
117341	18164	RED WING BUSINESS ADVANTAGE AC	12/05/2019	0.00	184.99
117342	19108	SCHMITT MUSIC	12/05/2019	0.00	1,195.00
117343	30015	SERVICE GRINDING & SHARPENING I	12/05/2019	0.00	119.00
117344	29143	SHRED IT USA	12/05/2019	0.00	56.18
117345	30091	RAY STAFFORD	12/05/2019	0.00	480.00
117346	19766	STAR TRIBUNE MEDIA	12/05/2019	0.00	139.23
117347	19777	STREICHERS	12/05/2019	0.00	742.93
117348	29205	CHRIS STRONER	12/05/2019	0.00	360.00
117349	20560	TOLL GAS & WELDING SUPPLY	12/05/2019	0.00	137.21
117350	30093	TRANSUNION RISK ALTERNATIVE DA	12/05/2019	0.00	166.00
117351	29585	TRI-COUNTY LAW ENFORCEMENT	12/05/2019	0.00	75.00
117352	30651	TRITECH SOFTWARE SYSTEMS	12/05/2019	0.00	32,069.89
117353	30189	VAN PAPER SUPPLY COMPANY	12/05/2019	0.00	99.30
117354	30583	W P & R S MARS CO	12/05/2019	0.00	1,107.93
117355	29343	W. WELLS & ASSOCIATES LLC	12/05/2019	0.00	1,500.00
117356	30565	WATCHGUARD INC	12/05/2019	0.00	10,490.00
117357	28624	MICHEAL J WHITE	12/05/2019	0.00	317.35
117358	13082	WM H MCCOY PETROLEUM FUELS	12/05/2019	0.00	77.42
117359	25080	XCEL ENERGY	12/05/2019	0.00	56.08
117360	25080	XCEL ENERGY	12/05/2019	0.00	9.65
117361	25080	XCEL ENERGY	12/05/2019	0.00	132.12
117362	25080	XCEL ENERGY	12/05/2019	0.00	18.00
117363	25080	XCEL ENERGY	12/05/2019	0.00	440.96
117364	25080	XCEL ENERGY	12/05/2019	0.00	57.44
117365	25080	XCEL ENERGY	12/05/2019	0.00	472.84
117366	25080	XCEL ENERGY	12/05/2019	0.00	725.01
117367	25080	XCEL ENERGY	12/05/2019	0.00	16.62
117368	25080	XCEL ENERGY	12/05/2019	0.00	239.01
117369	25080	XCEL ENERGY	12/05/2019	0.00	214.92
117370	25080	XCEL ENERGY	12/05/2019	0.00	17.47
117371	25080	XCEL ENERGY	12/05/2019	0.00	84.78
117372	25080	XCEL ENERGY	12/05/2019	0.00	120.12
117373	25080	XCEL ENERGY	12/05/2019	0.00	2,083.51
117374	30650	Z SYSTEMS INC	12/05/2019	0.00	8,604.60
Total for 12/5/2019:				0.00	716,302.94
117375	12160	LEAGUE OF MN CITIES	12/06/2019	0.00	1,000.00
Total for 12/6/2019:				0.00	1,000.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
117376	29322	ACCELA INC	12/12/2019	0.00	1,031.50
117377	28427	ADVANCED IMAGING SOLUTIONS	12/12/2019	0.00	12.73
117378	30660	PATRICIA MAUREEN ANDERSON	12/12/2019	0.00	70.00
117379	02031	B & W SPECIALTY COFFEE CO	12/12/2019	0.00	800.86
117380	29512	BACHMAN'S	12/12/2019	0.00	398.81
117381	29755	BAN-KOE SYSTEMS, INC	12/12/2019	0.00	208.60
117382	02162	BECKER ARENA PRODUCTS, INC	12/12/2019	0.00	208.05
117383	29817	GARY BINGER	12/12/2019	0.00	2,700.00
117384	14571	BLUE TARP FINANCIAL INC	12/12/2019	0.00	464.98
117385	02563	BOLTON & MENK, INC	12/12/2019	0.00	176,003.35
117386	30661	BORGEN RADIATOR CO	12/12/2019	0.00	456.90
117387	30127	CINTAS CORPORATION NO. 2	12/12/2019	0.00	535.63
117388	27422	CITY PAGES	12/12/2019	0.00	300.00
117389	30508	TROY CLAY	12/12/2019	0.00	450.00
117390	26951	COMCAST	12/12/2019	0.00	135.97
117391	26951	COMCAST	12/12/2019	0.00	14.71
117392	30560	COMPUTER INTEGRATION TECHNOLOG	12/12/2019	0.00	942.50
117393	28123	CRITTERS UNLIMITED INC	12/12/2019	0.00	340.00
117394	03800	CULLIGAN - METRO	12/12/2019	0.00	74.14
117395	30654	CUSTOM REMODELERS INC	12/12/2019	0.00	179.20
117396	29303	DIVERSIFIED COFFEE PRODUCTS	12/12/2019	0.00	85.00
117397	04600	DPC INDUSTRIES, INC	12/12/2019	0.00	1,732.04
117398	28898	ECM PUBLISHERS INC	12/12/2019	0.00	23.80
117399	05282	EHLERS AND ASSOCIATES, INC	12/12/2019	0.00	5,826.25
117400	29610	EXPRESS SERVICES	12/12/2019	0.00	511.92
117401	28621	FENC-CO INC	12/12/2019	0.00	2,050.00
117402	06567	FORCE AMERICA	12/12/2019	0.00	180.00
117403	28769	GEAR WASH LLC	12/12/2019	0.00	1,212.27
117404	07577	GOODPOINT TECHNOLOGY INC	12/12/2019	0.00	3,990.00
117405	07564	GOPHER STATE ONE-CALL, INC	12/12/2019	0.00	202.50
117406	07689	GRAFIX SHOPPE	12/12/2019	0.00	107.86
117407	08000	H & L MESABI	12/12/2019	0.00	2,821.74
117408	08038	HAWKINS, INC	12/12/2019	0.00	2,381.24
117409	08166	HENNEPIN CTY TREASURER	12/12/2019	0.00	217.30
117410	08166	HENNEPIN CTY TREASURER	12/12/2019	0.00	1,602.60
117411	08192	HENNEPIN CTY TREASURER	12/12/2019	0.00	1,053.14
117412	08223	HENNEPIN CTY TREASURER	12/12/2019	0.00	9,618.38
117413	30362	HENRICKSEN & COMPANY INC	12/12/2019	0.00	1,503.25
117414	08336	HIRSHFIELDS	12/12/2019	0.00	21.18
117415	27494	HORIZON GRAPHICS	12/12/2019	0.00	764.21
117416	09085	ICMA - ROTH IRA - 706260	12/12/2019	0.00	1,164.23
117417	09534	INTERSTATE BATTERY SYSTEM	12/12/2019	0.00	1,078.65
117418	30652	BARBARA KEITH	12/12/2019	0.00	1,319.50
117419	11327	KILLMER ELECTRIC CO INC	12/12/2019	0.00	3,941.30
117420	UB*00492	LD ACQUISTION COMPANY 19 LLC	12/12/2019	0.00	3,379.97
117421	03369	LEAGUE OF MN CITIES	12/12/2019	0.00	395.00
117422	12160	LEAGUE OF MN CITIES	12/12/2019	0.00	566.53
117423	13012	MACQUEEN EQUIPMENT INC	12/12/2019	0.00	1,269.19
117424	29059	MANSFIELD OIL COMPANY	12/12/2019	0.00	16,954.83
117425	30610	MCPHILLIPS BROS ROOFING COMPAN	12/12/2019	0.00	3,250.00
117426	30659	MEDICA	12/12/2019	0.00	60.00
117427	13179	METROPOLITAN COUNCIL	12/12/2019	0.00	127,519.29
117428	30655	MELISSA MICKELSON	12/12/2019	0.00	280.00
117429	13275	MICRO CENTER	12/12/2019	0.00	763.84
117430	28599	MN PUBLIC RADIO	12/12/2019	0.00	651.00
117431	30656	LYNSEY MOORE	12/12/2019	0.00	100.00
117432	29884	MORCON CONSTRUCTION CO., INC	12/12/2019	0.00	10,667.26

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
117433	29884	MORCON CONSTRUCTION CO., INC	12/12/2019	0.00	71,635.68
117434	28458	OLSEN FIRE PROTECTION INC	12/12/2019	0.00	315.00
117435	15521	ON SITE SANITATION	12/12/2019	0.00	332.00
117436	26974	O'REILLY AUTO PARTS	12/12/2019	0.00	90.40
117437	30657	PARKSIDE HOMEOWNERS ASSOC	12/12/2019	0.00	75.00
117438	29149	PLUNKETTS PEST CONTROL	12/12/2019	0.00	65.81
117439	16687	PRO-TEC DESIGN INC	12/12/2019	0.00	1,977.55
117440	16801	PUMP & METER SERVICE, INC	12/12/2019	0.00	1,093.32
117441	17806	QWEST CORP	12/12/2019	0.00	2,615.49
117442	09084	ICMA RETIREMENT TRUST- 300824	12/12/2019	0.00	2,998.30
117443	30475	RIHM MOTOR COMPANY	12/12/2019	0.00	483.00
117444	30658	KANESHA RUIZ	12/12/2019	0.00	75.00
117445	19004	SAMARITAN TIRE COMPANY	12/12/2019	0.00	358.00
117446	19085	SCHINDLER ELEVATOR CORP	12/12/2019	0.00	1,562.99
117447	28588	NANCY SHIELDS	12/12/2019	0.00	90.00
117448	19287	SHORT ELLIOTT HENDRICKSON INC	12/12/2019	0.00	112.90
117449	19520	SNAP PRINT INC	12/12/2019	0.00	87.71
117450	29115	MANUEL SOTELO	12/12/2019	0.00	1,950.00
117451	19766	STAR TRIBUNE MEDIA	12/12/2019	0.00	252.72
117452	19777	STREICHERS	12/12/2019	0.00	777.43
117453	20560	TOLL GAS & WELDING SUPPLY	12/12/2019	0.00	10.98
117454	20892	TWIN CITY HARDWARE INC	12/12/2019	0.00	399.30
117455	20887	TWIN CITY WATER CLINIC	12/12/2019	0.00	272.00
117456	20889	TWINWEST CHAMBER OF COMMERC	12/12/2019	0.00	776.00
117457	27981	ULINE INC	12/12/2019	0.00	394.22
117458	29466	VERIZON WIRELESS	12/12/2019	0.00	1,056.01
117459	29473	VERIZON WIRELESS	12/12/2019	0.00	346.49
117460	29475	VERIZON WIRELESS	12/12/2019	0.00	105.03
117461	30583	W P & R S MARS CO	12/12/2019	0.00	331.74
117462	23003	WASTE MANAGEMENT OF WI-MN	12/12/2019	0.00	9,568.00
117463	28624	MICHEAL J WHITE	12/12/2019	0.00	413.20
117464	13082	WM H MCCOY PETROLEUM FUELS	12/12/2019	0.00	20.00
117465	30653	DALE WOODBECK	12/12/2019	0.00	315.00
117466	23720	WSB & ASSOCIATES INC	12/12/2019	0.00	17,272.00
117467	25080	XCEL ENERGY	12/12/2019	0.00	6,695.04
Total for 12/12/2019:				0.00	519,516.51
117468	30662	10K ARCHITECTURE PLLC	12/19/2019	0.00	1,957.50
117469	01045	ABM EQUIPMENT & SUPPLY LLC	12/19/2019	0.00	232.52
117470	01328	AIRGAS USA	12/19/2019	0.00	153.57
117471	27929	ALLINA HEALTH SYSTEM	12/19/2019	0.00	293.50
117472	29761	AMERICAN ENGINEERING TESTING, I	12/19/2019	0.00	725.00
117473	28600	APPLE VALLEY FORD LINCOLN	12/19/2019	0.00	976.64
117474	30230	BARNA, GUZY & STEFFEN, LTD.	12/19/2019	0.00	75.00
117475	14571	BLUE TARP FINANCIAL INC	12/19/2019	0.00	97.98
117476	29416	CDW GOVERNMENT	12/19/2019	0.00	10,881.57
117477	28981	CHESTNUT CAMBRONNE PA	12/19/2019	0.00	13,255.03
117478	30127	CINTAS CORPORATION NO. 2	12/19/2019	0.00	52.48
117479	30508	TROY CLAY	12/19/2019	0.00	1,850.72
117480	26951	COMCAST	12/19/2019	0.00	239.85
117481	30560	COMPUTER INTEGRATION TECHNOL	12/19/2019	0.00	540.00
117482	28747	CULLIGAN BOTTLED WATER CO	12/19/2019	0.00	231.31
117483	04165	DELEGARD TOOL CO	12/19/2019	0.00	36.24
117484	04690	DRISKILLS FOODS	12/19/2019	0.00	94.40
117485	05282	EHLERS AND ASSOCIATES, INC	12/19/2019	0.00	3,915.00
117486	30431	EHLERS INVESTMENT PARTNERS LLC	12/19/2019	0.00	2,788.89

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
117487	29006	ENTERPRISE FLEET MANAGEMENT	12/19/2019	0.00	2,880.52
117488	29398	ENTERPRISE FLEET MANAGEMENT	12/19/2019	0.00	2,564.08
117489	28449	DARRELL ERVASTI	12/19/2019	0.00	2,050.16
117490	30382	ESCOM PROPERTIES INC	12/19/2019	0.00	2,477.37
117491	06567	FORCE AMERICA	12/19/2019	0.00	119.84
117492	28609	GRANICUS INC	12/19/2019	0.00	669.87
117493	30665	GREEN LOCKSMITH LLC	12/19/2019	0.00	85.00
117494	08000	H & L MESABI	12/19/2019	0.00	1,104.00
117495	08001	HACH COMPANY	12/19/2019	0.00	1,693.04
117496	29748	HENNEPIN COUNTY PUBLIC WORKS	12/19/2019	0.00	10,005.89
117497	08179	HENNEPIN CTY TREASURER	12/19/2019	0.00	1,488.00
117498	08192	HENNEPIN CTY TREASURER	12/19/2019	0.00	1,878.29
117499	08224	HENNEPIN CTY TREASURER	12/19/2019	0.00	80,000.00
117500	29345	IMPACT MAILING OF MN	12/19/2019	0.00	3,078.51
117501	09521	INDELCO	12/19/2019	0.00	84.58
117502	09002	I-STATE TRUCK CENTER	12/19/2019	0.00	45.77
117503	11161	KENNEDY & GRAVEN, CHARTERED	12/19/2019	0.00	11,157.47
117504	30663	MARK KNUTSON	12/19/2019	0.00	10.03
117505	11583	KONE INC	12/19/2019	0.00	218.04
117506	03369	LEAGUE OF MN CITIES	12/19/2019	0.00	125.00
117507	29526	ANNE LEEMBY	12/19/2019	0.00	2,061.10
117508	28103	LIBERTY TIRE RECYCLING LLC	12/19/2019	0.00	54.85
117509	30145	ZACH LUNDBERG	12/19/2019	0.00	2,000.00
117510	13012	MACQUEEN EQUIPMENT INC	12/19/2019	0.00	211.56
117511	30096	MASTER CRAFT LABELS, INC.	12/19/2019	0.00	638.22
117512	13275	MICRO CENTER	12/19/2019	0.00	84.95
117513	29598	MN DVS RENEWAL/TITLE & REGISTR	12/19/2019	0.00	21.75
117514	29598	MN DVS RENEWAL/TITLE & REGISTR	12/19/2019	0.00	21.75
117515	29598	MN DVS RENEWAL/TITLE & REGISTR	12/19/2019	0.00	21.75
117516	29598	MN DVS RENEWAL/TITLE & REGISTR	12/19/2019	0.00	21.75
117517	30078	MN POLICE & PEACE OFFICER ASSOC	12/19/2019	0.00	150.00
117518	30078	MN POLICE & PEACE OFFICER ASSOC	12/19/2019	0.00	456.00
117519	27880	MORECOM INC	12/19/2019	0.00	5,761.61
117520	29953	MUNICIPAL CODE CORPORATION	12/19/2019	0.00	150.00
117521	28540	OAK RIDGE COUNTRY CLUB	12/19/2019	0.00	2,655.09
117522	26974	O'REILLY AUTO PARTS	12/19/2019	0.00	223.78
117523	16166	PETTY CASH	12/19/2019	0.00	100.23
117524	30460	PLYMOUTH RIDGE INC	12/19/2019	0.00	1,622.00
117525	30475	RIHM MOTOR COMPANY	12/19/2019	0.00	73.07
117526	30125	SOCORE ENERGY	12/19/2019	0.00	45,886.51
117527	29115	MANUEL SOTELO	12/19/2019	0.00	5,955.00
117528	19777	STREICHERS	12/19/2019	0.00	730.90
117529	20120	TDS METROCOM - MN	12/19/2019	0.00	345.16
117530	20687	TRI-STATE BOBCAT INC	12/19/2019	0.00	2,540.82
117531	30664	UNIVERSITY LANGUAGE CENTER INC	12/19/2019	0.00	1,130.00
117532	29489	VERIZON WIRELESS	12/19/2019	0.00	35.01
117533	27319	WILKUS ARCHITECTS INC	12/19/2019	0.00	120.00
117534	30381	WL HALL COMPANY	12/19/2019	0.00	702.00
117535	25080	XCEL ENERGY	12/19/2019	0.00	16.76
117536	26320	ZIEGLER, INC	12/19/2019	0.00	1,726.42
Total for 12/19/2019:				0.00	235,650.70
117538	29424	ADVANTAGE COMPUTER SYSTEMS	12/26/2019	0.00	1,275.00
117539	29669	AVESIS	12/26/2019	0.00	306.04
117540	02031	B & W SPECIALTY COFFEE CO	12/26/2019	0.00	703.36
117541	UB*00497	JOAN BARTZ	12/26/2019	0.00	298.87

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
117542	14571	BLUE TARP FINANCIAL INC	12/26/2019	0.00	684.93
117543	30667	CAPITAL NETWORK LIMITED	12/26/2019	0.00	4,750.00
117544	28430	CENTURY LINK	12/26/2019	0.00	40.61
117545	30127	CINTAS CORPORATION NO. 2	12/26/2019	0.00	437.25
117546	26951	COMCAST	12/26/2019	0.00	142.36
117547	26951	COMCAST	12/26/2019	0.00	146.85
117548	26951	COMCAST	12/26/2019	0.00	156.85
117549	26951	COMCAST	12/26/2019	0.00	2.10
117550	26951	COMCAST	12/26/2019	0.00	148.13
117551	30669	CONCERTED EFFORTS LLC	12/26/2019	0.00	4,500.00
117552	29303	DIVERSIFIED COFFEE PRODUCTS	12/26/2019	0.00	294.64
117553	04600	DPC INDUSTRIES, INC	12/26/2019	0.00	948.00
117554	04690	DRISKILLS FOODS	12/26/2019	0.00	508.41
117555	29520	ECOLAB	12/26/2019	0.00	658.39
117556	05481	EMERGENCY APPARATUS MAINT INC	12/26/2019	0.00	139.86
117557	UB*00495	THOMAS EMERSON	12/26/2019	0.00	26.18
117558	29610	EXPRESS SERVICES	12/26/2019	0.00	823.18
117559	29610	EXPRESS SERVICES	12/26/2019	0.00	1,124.17
117560	06008	FASTENAL CO	12/26/2019	0.00	225.94
117561	28769	GEAR WASH LLC	12/26/2019	0.00	87.67
117562	07185	GENUINE PARTS	12/26/2019	0.00	141.39
117563	07681	GRAINGER, INC	12/26/2019	0.00	9.50
117564	UB*00493	KEVIN HILL	12/26/2019	0.00	79.17
117565	08625	HOPKINS POLICE ASSOCIATION	12/26/2019	0.00	1,260.00
117566	09801	I.U.O.E. CENTRAL PENSION FUND	12/26/2019	0.00	1,720.00
117567	09085	ICMA - ROTH IRA - 706260	12/26/2019	0.00	1,164.23
117568	09578	INNOVATIVE OFFICE SOLUTIONS	12/26/2019	0.00	1,749.78
117569	29612	INTERNATIONAL CHEMTEX	12/26/2019	0.00	333.01
117570	10172	JEFFERSON FIRE & SAFETY	12/26/2019	0.00	794.38
117571	UB*00496	ANTHONY KOSTERS	12/26/2019	0.00	61.44
117572	12012	LAW ENFORCEMENT LABOR SERVICE	12/26/2019	0.00	408.00
117573	12160	LEAGUE OF MN CITIES	12/26/2019	0.00	5,685.22
117574	30668	LINDA MARIE LEE	12/26/2019	0.00	525.00
117575	30392	CIGNA LIFE INS COMP OF AMERICA -	12/26/2019	0.00	297.80
117576	30391	CIGNA LIFE INS COMP OF AMERICA -	12/26/2019	0.00	2,591.52
117577	30390	CIGNA LIFE INS COMP OF AMERICA -	12/26/2019	0.00	2,566.47
117578	30023	CIGNA LIFE INS COMP OF N AMERICA	12/26/2019	0.00	624.06
117579	13031	MATTS AUTO SERVICE, INC	12/26/2019	0.00	415.00
117580	28665	METRO ALARM & LOCK	12/26/2019	0.00	184.95
117581	30591	METRO FURNITURE SOLUTIONS BY F	12/26/2019	0.00	6,928.84
117582	13327	MINNEAPOLIS RIFLE CLUB	12/26/2019	0.00	300.00
117583	29598	MN DVS RENEWAL/TITLE & REGISTR	12/26/2019	0.00	12.00
117584	28245	NEOFUNDS OR TOTALFUNDS	12/26/2019	0.00	3,000.00
117585	29317	OFFICE OF MN IT SERVICES	12/26/2019	0.00	209.89
117586	30666	PETER OSOWSKI	12/26/2019	0.00	1,748.00
117587	16161	PEPSI-COLA	12/26/2019	0.00	176.40
117588	16566	POMPS TIRE SERVICE INC	12/26/2019	0.00	1,748.96
117589	16687	PRO-TEC DESIGN INC	12/26/2019	0.00	4,481.46
117590	16801	PUMP & METER SERVICE, INC	12/26/2019	0.00	64.40
117591	04573	QUALITY RESOURCE GROUP INC	12/26/2019	0.00	48.28
117592	17806	QWEST CORP	12/26/2019	0.00	481.52
117593	17806	QWEST CORP	12/26/2019	0.00	88.99
117594	17806	QWEST CORP	12/26/2019	0.00	106.57
117595	18164	RED WING BUSINESS ADVANTAGE AC	12/26/2019	0.00	170.99
117596	08568	RESOURCE WEST	12/26/2019	0.00	53.84
117597	09084	ICMA RETIREMENT TRUST- 300824	12/26/2019	0.00	3,027.92
117598	19085	SCHINDLER ELEVATOR CORP	12/26/2019	0.00	2,139.48

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
117599	UB*00494	TIMOTHY SEEHUSEN	12/26/2019	0.00	10.06
117600	30015	SERVICE GRINDING & SHARPENING I	12/26/2019	0.00	87.50
117601	28588	NANCY SHIELDS	12/26/2019	0.00	90.00
117602	29143	SHRED IT USA	12/26/2019	0.00	56.43
117603	29115	MANUEL SOTELO	12/26/2019	0.00	2,200.00
117604	19752	STAGES THEATRE COMPANY	12/26/2019	0.00	458.58
117605	03440	ULTIMATE SAFETY CONCEPTS INC	12/26/2019	0.00	372.00
117606	21523	UNION LOCAL 49	12/26/2019	0.00	805.00
117607	27553	UNITED RENTALS INC	12/26/2019	0.00	988.76
117608	30189	VAN PAPER SUPPLY COMPANY	12/26/2019	0.00	251.72
117609	29458	VERIZON WIRELESS	12/26/2019	0.00	2,182.12
117610	29490	VERIZON WIRELESS	12/26/2019	0.00	1,453.96
117611	27900	WATER CONSERVATION SERVICES	12/26/2019	0.00	792.20
117612	28624	MICHEAL J WHITE	12/26/2019	0.00	433.45
117613	23720	WSB & ASSOCIATES INC	12/26/2019	0.00	975.00
Total for 12/26/2019:				0.00	74,984.03
Report Total (332 checks):				0.00	1,562,203.41

January 7, 2020



Council Report 2020-007

APPROVE RESOLUTION 2020-003
DECLARING THE OFFICIAL INTENT OF THE CITY
OF HOPKINS TO REIMBURSE CERTAIN
EXPENDITURES FROM THE PROCEEDS OF EQUIPMENT
CERTIFICATES TO BE ISSUED BY THE CITY

Proposed Action.

Staff recommends adoption of the following motion: Move that Council adopt Resolution 2020-003 Declaring the Official Intent of the City to Reimburse Certain Expenditures from the Proceeds of Equipment Certificates to be Issued by the City regarding equipment purchases.

Overview:

The City will purchase a wheel loader for snow plowing listed in the 2020-2024 Equipment Replacement Plan. It has an estimated purchase price of \$218,000 and a 20 year useful life. The City intends to issue equipment certificates in 2020, which require equipment to have at least a 10 year useful life. Due to the timing of the purchases the City may incur some costs before equipment certificates are issued. Approving this resolution will allow any capital expenditures that are incurred before the issuance to be reimbursed from the proceeds and comply with I.R.S. regulations.

Supporting Information:

- Resolution 2020-003

A handwritten signature in black ink, appearing to read 'Nick Bishop', written over a horizontal line.

Nick Bishop
Finance Director

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2020-003

**DECLARING THE OFFICIAL INTENT OF THE CITY OF HOPKINS
TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS
OF EQUIPMENT CERTIFICATES TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-02 (the “Reimbursement Regulations”) providing that proceeds of tax exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Hopkins, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby

1. The City intends to incur expenditures for the purchase of equipment included in the 2020-2024 Equipment Replacement fund for \$218,000.
2. The City reasonably expects to reimburse the expenditures made for certain equipment costs from the proceeds of the equipment certificates. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulation.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of equipment certificates, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the aggregate issue price of the issue.
4. This declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the equipment are consistent with the City’s budgetary and financial circumstances.
5. This Declaration is intended to constitute a declaration of official intent for the purposes of the Reimbursement Regulations.

Adopted by the City Council of the City of Hopkins this 7th day of January, 2020.

By: _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



MEMO

To: Honorable Mayor and City Council
From: Jason Lindahl, City Planner
Date: January 7, 2020
Subject: Professional Service Agreement - Zoning Ordinance Update

Proposed Action - Motion to approve the Professional Services Agreement between the City of Hopkins, MN and James Duncan and Associates, Inc. to update Planning & Land Use Regulations.

Overview

Staff has completed our evaluation of the responses to our request for consultant services to assist the City with updating the zoning ordinance. In response to our request, the City received six proposals from both Minnesota and out-of-state firms. Each proposal was reviewed and scored by staff and the top two firms were invited for interviews. As a result of this process, staff recommends the City Council approve the attached \$96,750 Professional Services Agreement with James Duncan and Associates, Inc. to work with the City over the next 12-18 months to update the zoning code. This agreement has been approved by the City Attorney and resources for it have been budgeted in 2019 and 2020 Expert and Professional Services and Other Contractual Service funds and the Economic Development fund.

Background

Updating the zoning code is a key first step in implanting the 2040 Comprehensive Plan – Cultivate Hopkins and is required by state law. The current zoning ordinance was adopted in the late 1970s and has been amended numerous times, which sometimes results in inconsistency with the rest of the code. It also lacks more modern user-friendly language, graphics and review processes.

The 2040 Comprehensive Plan Update – Cultivate Hopkins will serve as the guiding document to update the City's Planning and Land Use regulations. The vision of this plan is to cultivate the best elements of the Built, Natural, Social, and Economic Environments into a complete and sustainable community that is rooted in tradition, characterized by vibrant and unique places, physically and socially connected, and resilient to changing conditions. The concept for Cultivate Hopkins came out of a desire to continue to cultivate and grow the City of Hopkins as a distinct and meaningful place. Based around principles of sustainability, resilience, equity, and complete and connected communities, it provides a framework for preparing for the future. The plan emphasizes retaining what is valued, while proactively addressing and welcoming change.

To these ends, staff anticipates moving from the existing conventional zoning regulations to a modernized hybrid zoning code. A comparison of these zoning approaches and staff rationale for this recommendation was provided to the City Council back in November and is attached here as a reference.

Attachments

- Professional Services Agreement
- What is a Hybrid Zoning Code and Why is it the Best Approach for Hopkins.

**Professional Service Agreement Between
The City of Hopkins, Minnesota and James Duncan and Associates, Inc.**

This Professional Services Agreement (the "Agreement") is made as of January 7, 2020, by and between the City of Hopkins, a Minnesota municipal corporation (the "CLIENT"), and James Duncan and Associates, Inc., a Texas business corporation, dba Duncan Associates (the "CONSULTANT").

WHEREAS, the CLIENT desires to engage the CONSULTANT to perform certain services relating to updating Chapter V ("Planning and Land Use Regulations") of the Hopkins City Code (the "Work").

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter provided, the CLIENT and the CONSULTANT agree as follows.

1. **Scope of Agreement.** The CONSULTANT's relationship to the CLIENT will be that of independent Contractor and at all times this relationship will be governed by and be in compliance with the terms of this Agreement. Nothing in this Agreement is intended to, nor will in any manner be construed to create the relationship of employer/employee between the parties. CLIENT will not be responsible for payment or withholding of unemployment compensation, FICA, income tax, retirement, life and/or medical insurance and worker's compensation based on payments due the CONSULTANT hereunder, as the CONSULTANT is an independent contractor.
2. **Professional Services.** The CONSULTANT will furnish services to the CLIENT as set forth in Exhibit A attached hereto (the "Services"), which is incorporated herein by reference. All Services shall be performed in a good and workmanlike manner with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.
3. **Period of Service.** The CONSULTANT will begin work promptly after receipt of an executed copy of this Agreement and will carry out the Services in accordance with the schedule set forth in Exhibit A.
4. **Compensation.** As consideration for the Services contemplated herein, the CLIENT will compensate the CONSULTANT a total of \$96,750, as set forth in Exhibit A. The CONSULTANT is authorized to request, and the CLIENT is authorized to approve, reallocation of task budget amounts, provided that total compensation shall not exceed \$96,750, unless expressly approved in writing by the CLIENT.
5. **Payment Schedule.** The CONSULTANT will bill the CLIENT monthly, based on percentage completion of tasks. Payment of each such invoice will be due to the CONSULTANT within 30 days of receipt by the CLIENT.
6. **Changes/Additional Work.** If the CLIENT requires additional services not included in Exhibit "A" or changes in the scope of services described in Exhibit A, CONSULTANT will undertake such work only after receiving written authorization from CLIENT. Additional compensation for such extra work shall be allowed only if prior written approval of CLIENT is obtained.
7. **Conflict of Interest.** The CONSULTANT represents that it has no interest and agrees that it will acquire no interest, direct or indirect, that would conflict in any manner with the performance of the services hereunder. The CONSULTANT further agrees that, in the performance of this Agreement, no person having any such interest will be employed.

8. **Subcontracting.** The CLIENT authorizes the CONSULTANT'S use of Codametrics as a subcontractor in performance of this Agreement. No other subcontracting of the Services is allowed under this Agreement without express written authorization from the CLIENT.
9. **Termination of Agreement.** The obligation to provide Services under this Agreement may be terminated by either party upon 30 days' written notice, with or without cause, and whether or not the SERVICES have been fully completed. In the event of any termination, the CONSULTANT will be paid for all services satisfactorily rendered to the date of such termination and the CLIENT will be provided with all work product prepared up and through the date of termination.
10. **Ownership of Documents.** All documents prepared in the performance of this Agreement will become the property of the CLIENT and must be delivered to the CLIENT before final payment is made to the CONSULTANT.
11. **Indemnification of CLIENT.** The CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless the CLIENT, its officers, elected or appoint officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with the CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by the CONSULTANT, its officers, agents or employees, except for such loss or damage which was caused by the sole negligence or willful misconduct of the CLIENT. The CONSULTANT will conduct the defense at its sole cost and expense.
12. **Insurance.** The CONSULTANT agrees to maintain, at its expense, any workers' compensation insurance coverage required by state law. The CONSULTANT also agrees to maintain, at its expense, general liability insurance coverage insuring the CONSULTANT against claims for bodily injury, death, or property damage arising out of the CONSULTANT's general business activities (including automobile use). The liability insurance policy shall provide coverage for each occurrence in the minimum amount of \$1,500,000. Upon request of the CLIENT, the CONSULTANT shall provide the CLIENT with certificates of insurance, showing evidence of the required coverage.
13. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.
14. **Data Practices Compliance.** Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The CONSULTANT will immediately report to the CLIENT any requests from third parties for information relating to this Agreement. The CONSULTANT agrees to promptly respond to inquiries from the CLIENT concerning data requests.
15. **Consultant's Representative.** The CONSULTANT'S primary representative and contact will be:

Kirk R. Bishop, Principal
Duncan Associates, 116 W Illinois, Suite 700, Chicago IL 60654
(p) 312 527 2500 | kirk@duncanassociates.com

16. **Client's Representative.** The CLIENT'S primary representative and contact will be:

Jason Lindahl
City of Hopkins, 1010 1st Street South, Hopkins MN 55343
(p) 952-548-6342 | jlindahl@hopkinsmn.com

- 17. Amendments.** No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties to the Agreement.
- 18. Severability; No Waivers.** Any provision in this Agreement that is prohibited or deemed unenforceable under state or federal law shall be ineffective to the extent of such prohibitions or unenforceability, without invalidating the remaining provisions hereof. Also, the non-enforcement of any provision by either party to this Agreement shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or the remainder of this Agreement.
- 19. Compliance with Laws.** The CONSULTANT shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date the CONSULTANT agrees to provide the applicable Services
- 20. No Discrimination.** The CONSULTANT agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any this section may lead to immediate termination of this Agreement.
- 21. Notices.** Any notices, certificates, or other communications hereunder shall be given either by personal delivery to the CONSULTANT's agent or to the CLIENT as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States mail to the addresses specified above. The CLIENT and the CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U.S. certified mail-return receipt requested.
- 22. Entire Agreement.** This Agreement shall constitute the entire agreement between the CLIENT and the CONSULTANT, and supersedes any other written or oral agreements between the CLIENT and the CONSULTANT.

[signature page to follow]

IN WITNESS WHEREOF, The CLIENT and the CONSULTANT have caused this instrument to be signed by their respective duly authorized officers, all on the day and year first written above.

CLIENT: City of Hopkins, Minnesota

CONSULTANT: DUNCAN ASSOCIATES

By: _____
Jason Gadd
Its: Mayor

By: _____
Kirk R. Bishop
Its: Principal

By: _____
Michael Mornson
Its: City Manager

EXHIBIT A

CITY OF HOPKINS PLANNING AND LAND USE REGULATIONS UPDATE

PHASE 1: RECONNAISSANCE & DIAGNOSIS

During phase 1, the consultant team will work to gain an in-depth understanding of the city's planning documents, current codes, and maps. These tasks will also provide an opportunity to build on the team's knowledge of the city's values, vision, culture, and on-the-ground conditions.

1.1: Review Existing Plans Review

- A. Conduct in-depth review of the recent 2040 Comprehensive Plan - *Cultivate Hopkins*.
- B. Work with city staff to identify and collect other documents and studies.
- C. Work with city staff to obtain GIS and other data.

1.2: Kick-off Meetings

- A. Work with staff to establish a working group for review of code drafts.
- B. Meet with city staff and the working group at the start of the project to discuss the project scope, work plan, schedule, and logistics. Discuss substantive zoning and other related issues to be addressed as part of the project.
- C. Meet with the officials during initial visit, as directed by staff.
- D. Consultation with the city attorney, as directed by staff.

1.3: Public Outreach Strategy

- A. With assistance from city staff, prepare public outreach strategy describing proposed approach to engaging stakeholders and the general public on the project.
- B. Provide materials for project website and social media interaction.
- C. In addition to working closely with key staff throughout the process, work with a stakeholder group on a regular basis to inform the code writing and for review of code drafts.

1.4: Listening Sessions

Conduct code-user (developers, architects/ designers, neighborhood leaders) listening sessions to gain insight into local issues and concerns.

1.5: Evaluation of Existing Neighborhoods, Corridors, Station Areas

- A. Conduct field surveys and other research to gain a better understanding of built patterns and neighborhood character within the city.
- B. With staff's assistance, identify key areas within the city to receive focused design and form-based regulations, such as the station areas and established neighborhoods.
- C. Initial findings of this step, including mapping and character documentation will be included in the diagnosis memo (task 1.7).

1.6: Evaluation of Current Code

- A. Evaluate and assess the current zoning code in terms of clarity, usability, organization, and predictability of outcomes.

- B. Assess the current code in terms of comprehensive plan implementation/consistency, compliance with state and federal laws, sustainability, and other agreed-upon benchmarks.
- C. Review current development projects, approvals/ disapprovals, and variance requests to understand how the current regulations are functioning.
- D. With staff's assistance, identify substantive changes to be made, tied to the geographic evaluations conducted in task 1.5.

1.7: Prepare Diagnosis & Code Directions Memo

- A. Develop a diagnosis and code directions memo summarizing the findings from phase 1, including recommendations for the direction of the new zoning code.
- B. Draft an initial working outline and proposed format for the new code.
- C. Present draft diagnosis and directions memo to staff and the working group for review and comment and to serve as basis for initial draft code.
- D. Assist in briefing the boards and commissions, as directed by staff.

1.8: Initial Public Meeting

- A. Hold initial public meeting, present diagnosis and code directions memo, and discuss proposed solutions with stakeholders and general public per public outreach strategy.
- B. Provide digital version of diagnosis and code directions memo for online posting.

Phase 1 Summary

Deliverables: Diagnosis & Code Directions Memo (digital file)

Site Visits: 2 (kick-off and initial public meeting)

Budget: \$29,550

Months to Complete: 3–4

PHASE 2: INITIAL DRAFT REGULATIONS

The initial internal review draft of the new zoning code will be prepared in 2-3 modules for ease of review and understanding. This initial draft is recommended for internal review by staff and working group before presentation to boards and commissions.

2.1: Initial Draft Zoning Code

- A. Prepare initial internal review draft of the new zoning code in 2-3 components or “modules.” The initial draft code will include a comprehensive overhaul and update of Sections 520 through 565 of the city code. Task 2.1 will also involve reformatting, editing, modernization and needed strategic amendments to Sections 500 and 570 (Subdivisions and Signs).
- B. Each of the draft zoning code modules will be presented to staff and the project working group for review and discussion.
- C. Drafts will include changes and new provisions identified in the diagnosis and directions memo, as well as general editing and technical changes.
- D. Substantive amendments to existing regulations will be identified through footnotes, editor's notes and conventional legislative formatting techniques, based on a strategy devised in consultation with city staff and the city attorney's office.

- E. During scheduled visits, the consultant team will be available to assist in briefing elected and appointed officials on project progress, as directed by staff.

2.2: Initial Draft Zoning Map Revisions

- A. Prepare initial (internal) review draft of proposed revisions of zoning map with districts uses module.
- B. Present initial draft zoning map revisions to staff concurrently with code to discuss proposals and receive feedback.

Phase 2 Summary

Deliverables: Initial (internal review) draft of revised code and zoning map (Draft #1) (digital files)

Site Visits: 2–3 (to present/discuss draft code “modules”)

Budget: \$37,200

Months to Complete: 5–6

PHASE 3: PUBLIC REVIEW DRAFT REGULATIONS

Once the initial draft zoning code and any mapping has been well-vetted, the public review draft will be prepared and posted for review.

3.1: Public Review Draft Code & Map

- A. Prepare public review draft of the new zoning code reflecting the comments and direction received during phase 2 and consolidating the modules into one consolidated document.
- B. Prepare public review draft of revised zoning map, reflecting the comments and direction received during phase 2.
- C. Provide materials for posting online.

3.2: Public Engagement

Conduct public review open house and focused (small group) review sessions called for in public outreach strategy (task 1.3) to solicit comments for further changes and refinements.

Phase 3 Summary

Deliverables: Consolidated public review draft of new code and zoning map (Draft #2) (digital file)

Site Visits: 1

Budget: \$14,700

Months to Complete: 4

PHASE 4: ADOPTION

4.1: Hearing Draft Zoning Code & Map

Prepare public hearing draft of the new zoning code and map reflecting the comments and direction received during phase 3.

4.2: Public Hearing & Adoption

Present as directed by staff for adoption hearings and proceedings.

4.3: Final Adopted Code and Map

- A. Prepare and deliver final version of new zoning code.

- B. Provide documents in digital format, including Internet-ready, hyper-linked version of new zoning code.

4.4: Follow-up

Provide one-year of phone consultations and assistance to staff on projects submitted for review under new code.

Phase 4 Summary

Deliverables: Public hearing draft of new code and zoning map (Draft #3) (digital file); one year of follow-up implementation assistance via phone

Site Visits: 2

Budget: \$15,300

Months to Complete: As determined by client

ADDITIONAL MEETINGS/SERVICES

The city is authorized to request additional site visits beyond those identified in the preceding base work plan. At the city's option, such additional meetings will (1) be billed at cost of \$2,850 per consultant per day, which includes the cost of all professional services and out-of-pocket travel expenses for a one-night stay ; or (2) separately negotiated at the time of requesting additional meetings/services from the consultant.

What is a Hybrid Zoning Code and Why is it the Best Approach for Hopkins

Hybrid zoning codes combine both conventional and form-based development regulations to allow for a variety of distinct types of places in a community. Conventional zoning standards are generally applied to suburban areas, organized around the idea of separating different land uses and a transportation system focused on the automobile. By comparison, form-based zoning standards are used in more urban mixed-use, pedestrian-scale and transit supportive environments and focus on the type of place and its character. The characteristics of conventional and form-based zoning regulations are detailed in the table below.

Hybrid Zoning Codes – Conventional vs. Form-Based Standards		
Category	Conventional	Form-Based
Place Type	Suburban - Uniform & Drivable	Urban – Mixed-Use & Walkable
Development Pattern	Isolated & “Podded”	Public Realm & Blended Densities
Land Use	Detailed List – Separate	Generalized – Flexibility Based on Character of Public Realm
Transportation Focus	Automobile – More Parking	Pedestrian, Bike & Transit – Less Parking
Structure	Detailed, Text Focus, Complex Language	Concise, Illustrations, Easy to Understand Language

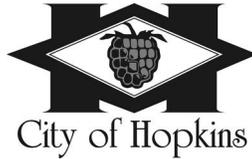
Generally, modern hybrid zoning codes include 11 elements. Items 1-6 serve as the basis for the form-based regulations while items 7-11 are optional depending on the local community’s needs. Based on our existing zoning standards and the vision of the 2040 Comprehensive Plan, staff anticipates Hopkins’ updated zoning code will include some form of all 11 elements.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Regulating Plan (Zoning Map) 2. Building Form (Building Use & Placement) 3. Frontage Types (Building’s Relationship to the Public Realm or Street) 4. Road Types (Street Design) 5. Civic Spaces (Public Gathering Space Design) | <ol style="list-style-type: none"> 6. Building Types (Categories of Buildings) 7. Architectural Standards 8. Landscape Standards 9. Green Building Standards 10. Alternative Energy 11. Urban Agriculture |
|---|---|

These 11 categories serve as the general structure for modern hybrid zoning codes. However, this list must be customized to fit the needs and context of each community. Below is an example of a hybrid code based on this structure developed for another community similar to Hopkins.

- [Villa Park, Illinois](#) - Hybrid Code (Chicago 2nd ring suburb - 4.75 sq. miles, population 21,800)

A hybrid code is the best zoning approach for Hopkins because it matches the community’s existing built environment. The existing built environment in Hopkins includes both traditional urban and contemporary suburban places, so the community needs zoning regulations that can both preserve and promote investment in each of these distinct areas. It is also the best zoning approach for Hopkins because it’s generally consistent with the existing zoning code, which includes form-based code elements in the Mixed Use District and design standards, and is flexible enough to implement the future vision of the 2040 Comprehensive Plan - *Cultivate Hopkins*.



January 7, 2020

Council Report 2020-005

**APPROVE FINAL PLANS AND ORDER BIDS
2020-2021 STREET AND UTILITY IMPROVEMENTS
CITY PROJECT 2019-10**

Proposed Action

Staff recommends the following motion: adopt Resolution 2020-001, Resolution Approving Plans and Specifications and Authorizing Advertisement for Bids, 2020-2021 Street and Utility Improvements, City Project 2019-10.

This action continues an assessable project for street and utility improvements.

Overview

At its September 17th, 2019 meeting, the Hopkins City Council conducted a public hearing concerning the 2019 Street and Utility Improvement Project. Council ordered final design of the project, with the exception of concrete curb and gutter being incorporated as the road edge treatment; Council asked that alternative edge treatment options be evaluated and to bring the issue back in October. At the October 15th, 2019 meeting the edge treatment alternatives review was presented and Council finalized the scope of public improvements, directing staff to proceed with concrete curb and gutter as the edge treatment. The final plans are substantially complete, staff now asks the council to approve these plans and authorize advertisement for bids.

Primary Issues to Consider

- Scope of Improvements
- Public Input
- Estimated Costs and Funding
- Project Schedule
- Staff Recommendation

Supporting Information

- Engineer's Estimate
- Final Plans (available upon request)
- Project Location Map
- Resolution 2020-001

Eric Klingbeil, P.E., Assistant City Engineer

Financial Impact: \$18,182,220.37 Budgeted: Y/N Y Source: PIR, SA, Water, Sanitary, Storm
Related Documents (CIP, ERP, etc.): CIP Notes: _____

ANALYSIS OF ISSUES

Scope of Improvements

This project includes reconstruction of the following streets:

- Preston Lane
- Boyce Street
- Goodrich Street
- Ashley Road
- Holly Road
- Oakwood Road
- Interlachen Road
- Maple Hill Road
- Homedale Road
- Hawthorne Road
- Meadowbrook Road
- Blake Road from Spruce Road to Boyce Street

The pavement condition index for most of the project area is below 40, which indicates failed pavement and warrants reconstruction. Proposed street improvements include full reconstruction of streets and new curb and gutter throughout the project area. Street width improvements were also considered with this project.

Water main is proposed to be replaced throughout the project area. Most of the existing main is in excess of 60 years old and made from cast iron. New main will be ductile iron, which has better reliability and when properly installed, a longer lifecycle than cast iron. All water services will be replaced from the main to the property line. Existing water main in yard easements will be relocated to roadway right-of-way for improved access.

Sanitary sewer improvements include the removal and replacement of the main, manholes and service lines to the property line. Sanitary sewer in existing easements will be lined to minimize disruptions outside of the right-of-way.

Proposed storm sewer improvements include addition of curb and gutter, removal and replacement of the storm sewer main, addition of storm sewer inlets to reduce water ponding in the street and improvements to reduce sediment accumulation.

The originally proposed pedestrian trail on the golf course side of Meadowbrook Road has been removed from the project scope due to lack of right of way and in the interest of protecting existing trees.

During the scoping for this project, it was determined that there was some other work that should be included in the project, due not only to proximity, but to capitalize on pricing. This additional work will be funded by separate items in the CIP and Budget and includes the following:

- Sanitary Sewer Lining in areas across the City identified by the Public Works Department.
- Citywide spot alley and sidewalk repairs

Public Input

During the feasibility stage of the project, public informational meetings regarding the improvements were held on June 25th, August 5th, and September 11th. A questionnaire was sent to all properties in the project area in March 2019 in advance of the neighborhood meetings. A supplemental questionnaire focused on boulevard tree impacts was sent out in July 2019 to gain additional input on boulevard tree issues such as preservation and privately treated ash trees. Since final design was ordered, a reevaluation of every tree marked for removal has been completed by an independent arborist, a manual identifying each tree and reason for removal has been compiled, and adjacent owners have been notified of options to potentially save the tree. Of the 153 notices sent we have received 71 responses to date, we will continue to work with property owners regarding this issue as time allows.

Bolton & Menk and City staff has met with individual property owners in person to discuss specific concerns and look at options to minimize issues; it is anticipated meetings will continue as the project progresses.

Assessments

The proposed street assessments are based on the City's assessment policy, whereby 70% of the street reconstruction cost and 50% of the water and sewer service replacement are assessed to benefiting properties. The policy also allows for assessments to be capped should assessments exceed previous year assessments by 20%; the costs for this project will trigger the assessment cap.

The assessment cap for residential properties is \$94.31 per front foot based on adding 3% to the 2019 cap. Without the cap assessments could be double the capped rate.

Project Budget and Costs

The estimate for this project, which includes contingency, and costs for legal, administrative, and engineering costs for all the work totals to \$18,182,220.37.

Project costs and funding sources are as follows:

Funding Source	CIP Budget	Feasibility Estimate	Engineers Estimate
PI-PIR/General Obligation Bonds	\$6,064,000	\$4,728,000	\$4,308,871.61
Assessments	3,200,000	3,200,000	3,000,000.00
Storm Sewer Fund	1,760,000	3,304,000	3,255,681.35
Sanitary Sewer Fund	3,214,000	3,214,000	3,568,124.49
Water Fund	3,722,000	3,722,000	4,048,372.92
Total	\$17,960,000	\$18,168,000	\$18,182,220.37

Cost estimates show the project tracking within the overall CIP budget, and are in line with the feasibility cost estimate. Storm sewer is tracking over the CIP budget for that item, engineering staff has worked with the Finance Director to assure the project as proposed can be funded.

Project Schedule

Approve final plans/order bids	January 7, 2020
Open Bids	February 7, 2020
Order Assessment Hearing	February 18, 2020
Public Informational Neighborhood Meeting	March 4-11, 2020 (Date TBD)
Conduct Public Assessment Hearing	March 17, 2020
Adopt Assessment Roll/Award Contract	March 17, 2020
Begin Construction	April 2020
Complete Construction	November 2021

Staff Recommendation

Staff recommends approving final plans and ordering bids with adoption of resolution 2020-001.

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION NO. 2020-001

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
AUTHORIZING ADVERTISEMENT FOR BIDS
2020-2021 STREET AND UTILITY IMPROVEMENTS
CITY PROJECT 2019-10**

WHEREAS, pursuant to a resolution of the City Council adopted the 17th day of September 2019 ordering final plans for the 2020-2021 Street and Utility Project with further edge treatment analysis, and pursuant to a resolution of the City Council adopted the 15th day of October finalizing the scope of public improvement for the 2020-2021 Street and Utility Project, plans and specifications were developed for improvements along Preston Lane, Boyce Street, Goodrich Street, Ashley Road, Holly Road, Oakwood Road, Interlachen Road, Maple Hill Road, Homedale Road, Hawthorne Road, Meadowbrook Road, and Blake Road from Spruce Road to Boyce Street, including pavement, curbing, signage, drainage, water and sanitary sewer improvements and all necessary appurtenances, and

WHEREAS, plans and specifications for City Project No. 2019-10 have been prepared by Bolton & Menk, Inc., and have been presented to Council for approval, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hopkins, Minnesota:

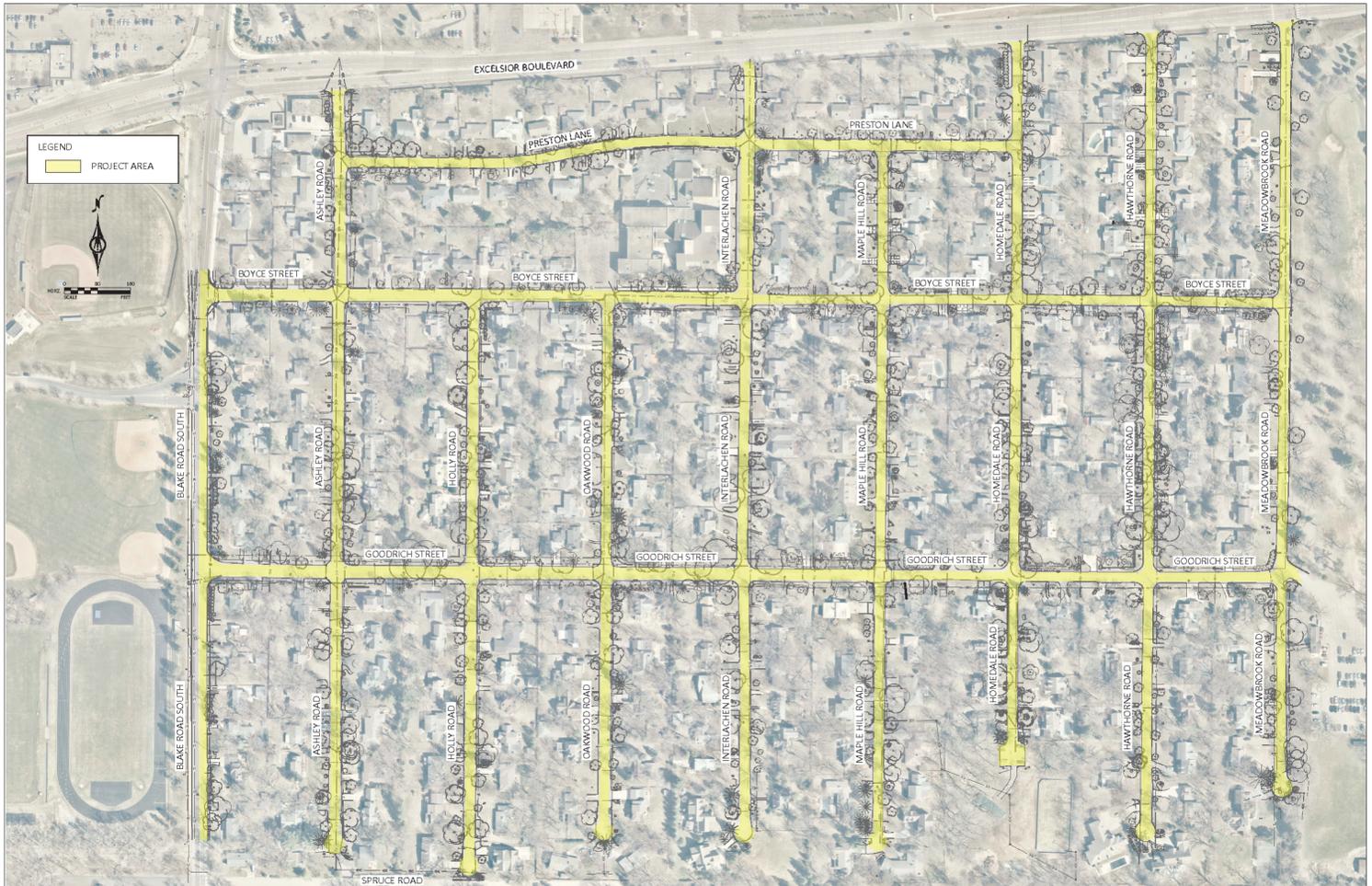
1. Such plans and specification, a copy of which are attached hereto and made a part hereof; are hereby approved and ordered placed on file in the office of the City Clerk.
2. The City Clerk shall prepare and cause to be inserted in the official paper (Sun Sailor), Finance and Commerce, and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published, at least three weeks before date set for bid opening, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m., on the 7th day of February, 2020, at the City Hall and that no bids shall be considered unless sealed and filed and accompanied by a certified check or bid bond, payable to the City of Hopkins, Minnesota for 5% of the amount of such bid.
3. The clerk and city engineer are hereby authorized and instructed to receive, open, and read aloud bids received at the time and place herein noted, and to tabulate the bids received. The Council will consider the bids and award of contract at the March 17, 2020 meeting in the Council Chambers.

Adopted by the City Council of the City of Hopkins, Minnesota, this 7th day of January 2020.

By _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



ENGINEER'S ESTIMATE

INTERLACHEN PARK STREET & UTILITY IMPROVEMENTS

CITY OF HOPKINS, MN

CITY PROJECT NO. 2019-10

BMI PROJECT NO. T19.118342

ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITIES					ESTIMATED COSTS					TOTAL QUANTITY	TOTAL COST		
				STREET	UTILITIES				STREET	UTILITIES							
					CITY SPOT SANITARY LINING	PRIVATE SERVICES	SANITARY SEWER	WATER		STORM SEWER	CITY SPOT SANITARY LINING	PRIVATE SERVICES	SANITARY SEWER			WATER	STORM SEWER
1	MOBILIZATION	LUMP SUM	\$ 750,000.00	0.52	0.00	0.00	0.15	0.18	0.15	\$ 390,000.00	\$ -	\$ -	\$ 112,500.00	\$ 135,000.00	\$ 112,500.00	1.00	\$ 750,000.00
2	CLEARING (TREE)	EACH	\$ 200.00	143	0	0	0	0	0	\$ 28,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	143	\$ 28,600.00
3	GRUBBING (TREE)	EACH	\$ 200.00	146	0	0	0	0	0	\$ 29,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	146	\$ 29,200.00
4	TREE TRIMMING	LUMP SUM	\$ 30,000.00	0.52	0.00	0.00	0.15	0.18	0.15	\$ 15,600.00	\$ -	\$ -	\$ 4,500.00	\$ 5,400.00	\$ 4,500.00	1.00	\$ 30,000.00
5	ROCK CONSTRUCTION ENTRANCE	EACH	\$ 1,500.00	7.00	0	0	0	0	0	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	7	\$ 10,500.00
6	REMOVE BITUMINOUS PAVEMENT (TRAILS AND DRIVEWAYS)	SQ YD	\$ 6.00	4410	0	0	0	0	0	\$ 26,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	4410	\$ 26,460.00
7	REMOVE CONCRETE PAVEMENT (WALKS, DRIVEWAYS, AND ALLEYS)	SQ YD	\$ 10.00	5120	0	0	0	0	0	\$ 51,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	5120	\$ 51,200.00
8	REMOVE CURB & GUTTER	LIN FT	\$ 4.00	1290	0	0	0	0	0	\$ 5,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	1290	\$ 5,160.00
9	REMOVE CONCRETE STEP	EACH	\$ 150.00	46	0	0	0	0	0	\$ 6,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	46	\$ 6,900.00
10	REMOVE CONCRETE PARKING STOP	EACH	\$ 150.00	4	0	0	0	0	0	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	4	\$ 600.00
11	SALVAGE RETAINING WALL	SQ FT	\$ 15.00	966	0	0	0	0	0	\$ 14,490.00	\$ -	\$ -	\$ -	\$ -	\$ -	966	\$ 14,490.00
12	SALVAGE FENCE	LIN FT	\$ 15.00	230	0	0	0	0	0	\$ 3,450.00	\$ -	\$ -	\$ -	\$ -	\$ -	230	\$ 3,450.00
13	REMOVE BOLLARD	EACH	\$ 150.00	6	0	0	0	0	0	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	6	\$ 900.00
14	SALVAGE PAVERS	SQ FT	\$ 10.00	2250	0	0	0	0	0	\$ 22,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	2250	\$ 22,500.00
15	REMOVE SIGN	EACH	\$ 50.00	158	0	0	0	0	0	\$ 7,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	158	\$ 7,900.00
16	SALVAGE SIGN	EACH	\$ 50.00	9	0	0	0	0	0	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	9	\$ 450.00
17	SAWING CONCRETE PAVEMENT (FULL-DEPTH)	LIN FT	\$ 6.00	2790	0	0	0	0	0	\$ 16,740.00	\$ -	\$ -	\$ -	\$ -	\$ -	2790	\$ 16,740.00
18	SAWING BITUMINOUS PAVEMENT (FULL-DEPTH)	LIN FT	\$ 3.00	4460	0	0	0	0	0	\$ 13,380.00	\$ -	\$ -	\$ -	\$ -	\$ -	4460	\$ 13,380.00
19	COMMON EXCAVATION	CU YD	\$ 24.00	36185	0	0	0	0	0	\$ 868,440.00	\$ -	\$ -	\$ -	\$ -	\$ -	36185	\$ 868,440.00
20	SUBGRADE EXCAVATION	CU YD	\$ 24.00	4860	0	0	0	0	0	\$ 116,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	4860	\$ 116,640.00
21	SELECT GRANULAR BORROW	TON	\$ 16.00	4430	0	0	0	0	0	\$ 70,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	4430	\$ 70,880.00
22	STABILIZING AGGREGATE	CU YD	\$ 45.00	2500	0	0	0	0	0	\$ 112,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	2500	\$ 112,500.00
23	GEOTEXTILE FABRIC (ROAD TYPE V)	SQ YD	\$ 3.00	14380	0	0	0	0	0	\$ 43,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	14380	\$ 43,140.00
24	TOPSOIL BORROW (SPECIAL)	CU YD	\$ 40.00	9060	0	0	0	0	0	\$ 362,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	9060	\$ 362,400.00
25	EXPLORATORY EXCAVATION	HOURL	\$ 800.00	125	0	0	0	0	0	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	125	\$ 100,000.00
26	CLASS 5 AGGREGATE BASE	TON	\$ 18.00	33100	0	0	0	0	0	\$ 595,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	33100	\$ 595,800.00
27	CLASS 2 AGGREGATE SURFACING (GRAVEL DRIVEWAY)	TON	\$ 35.00	150	0	0	0	0	0	\$ 5,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	150	\$ 5,250.00
28	SELECT GRANULAR TRENCH BACKFILL	TON	\$ 16.00	0	0	0	900	900	900	\$ -	\$ -	\$ -	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	2700	\$ 43,200.00
29	RECLAIM BITUMINOUS SURFACE (FULL-DEPTH)	SQ YD	\$ 3.00	66370	0	0	0	0	0	\$ 199,110.00	\$ -	\$ -	\$ -	\$ -	\$ -	66370	\$ 199,110.00
30	BITUMINOUS WEARING COURSE (SPWEA240C)	TON	\$ 85.00	7220	0	0	0	0	0	\$ 613,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	7220	\$ 613,700.00
31	BITUMINOUS NON-WEARING COURSE (SPNWB230C)	TON	\$ 75.00	7660	0	0	0	0	0	\$ 574,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	7660	\$ 574,500.00
32	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 3.50	3530	0	0	0	0	0	\$ 12,355.00	\$ -	\$ -	\$ -	\$ -	\$ -	3530	\$ 12,355.00
33	3" BITUMINOUS DRIVEWAY PAVEMENT (SPWEA240B)	SQ YD	\$ 35.00	2340	0	0	0	0	0	\$ 81,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	2340	\$ 81,900.00
34	BITUMINOUS ROADWAY PATCH (SPWEA240C)	SQ YD	\$ 100.00	0	25	0	0	0	0	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	25	\$ 2,500.00
35	JOINT ADHESIVE	LIN FT	\$ 1.00	0	0	0	0	0	40970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,970.00	40970	\$ 40,970.00
36	MODULAR BLOCK RETAINING WALL	SQ FT	\$ 35.00	580	0	0	0	0	0	\$ 20,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	580	\$ 20,300.00
37	4" CONCRETE WALK	SQ FT	\$ 6.00	8420	0	0	0	0	0	\$ 50,520.00	\$ -	\$ -	\$ -	\$ -	\$ -	8420	\$ 50,520.00
38	4" CONCRETE WALK (STAMPED & COLORED)	SQ FT	\$ 25.00	430	0	0	0	0	0	\$ 10,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	430	\$ 10,750.00
39	TRUNCATED DOMES	SQ FT	\$ 50.00	140	0	0	0	0	0	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	140	\$ 7,000.00
40	CONCRETE STEP	LIN FT	\$ 150.00	159	0	0	0	0	0	\$ 23,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	159	\$ 23,850.00
41	REINSTALL FENCE	LIN FT	\$ 25.00	230	0	0	0	0	0	\$ 5,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	230	\$ 5,750.00
42	REINSTALL RETAINING WALL	SQ FT	\$ 20.00	966	0	0	0	0	0	\$ 19,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	966	\$ 19,320.00
43	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	\$ 17.50	0	0	0	0	0	39090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 684,075.00	39090	\$ 684,075.00
44	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$ 18.00	0	0	0	0	0	1880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,840.00	1880	\$ 33,840.00
45	7" CONCRETE VALLEY GUTTER (HIGH EARLY)	SQ YD	\$ 120.00	30	0	0	0	0	0	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	30	\$ 3,600.00
46	6" CONCRETE DRIVEWAY PAVEMENT (RESIDENTIAL)	SQ YD	\$ 70.00	6470	0	0	0	0	0	\$ 452,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	6470	\$ 452,900.00
47	6" CONCRETE DRIVEWAY PAVEMENT (STAMPED & COLORED)	SQ YD	\$ 200.00	190	0	0	0	0	0	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	190	\$ 38,000.00
48	6" CONCRETE WALK PEDESTRIAN RAMPS	SQ YD	\$ 125.00	160	0	0	0	0	0	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	160	\$ 20,000.00
49	8" CONCRETE DRIVEWAY PAVEMENT (COMMERCIAL/HIGH EARLY)	SQ YD	\$ 80.00	143	0	0	0	0	0	\$ 11,440.00	\$ -	\$ -	\$ -	\$ -	\$ -	143	\$ 11,440.00
50	SPECIAL CONCRETE SURFACE FINISH	SQ FT	\$ 15.00	120	0	0	0	0	0	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	120	\$ 1,800.00
51	REINSTALL PAVERS	SQ FT	\$ 15.00	2140	0	0	0	0	0	\$ 32,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	2140	\$ 32,100.00
52	TRAFFIC CONTROL	LUMP SUM	\$ 100,000.00	0.52	0.00	0.00	0.15	0.18	0.15	\$ 52,000.00	\$ -	\$ -	\$ 15,000.00	\$ 18,000.00	\$ 15,000.00	1.00	\$ 100,000.00
53	PORTABLE PRECAST CONCRETE BARRIER	LIN FT	\$ 20.00	1208	0	0	0	0	0	\$ 24,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	1208	\$ 24,160.00
54	4" DOUBLE YELLOW - MULTI COMPONENT LIQUID	LIN FT	\$ 4.00	1280	0	0	0	0	0	\$ 5,120.00	\$ -	\$ -	\$ -	\$ -	\$ -	1280	\$ 5,120.00
55	4" SOLID WHITE - MULTI COMPONENT LIQUID	LIN FT	\$ 2.00	1300	0	0	0	0	0	\$ 2,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	1300	\$ 2,600.00
56	24" SOLID WHITE (GR IN) - THERMOPLASTIC	LIN FT	\$ 40.00	22	0	0	0	0	0	\$ 880.00	\$ -	\$ -	\$ -	\$ -	\$ -	22	\$ 880.00
57	PAVEMENT MESSAGE (BIKE) (GR IN) - THERMOPLASTIC	EACH	\$ 550.00	5	0	0	0	0	0	\$ 2,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	5	\$ 2,750.00
58	PAVEMENT MESSAGE (GR IN) (HANDICAP PARKING) - THERMOPLASTIC	EACH	\$ 550.00	2	0	0	0	0	0	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	2	\$ 1,100.00
59	PAVEMENT MESSAGE (GR IN) (STOP) - THERMOPLASTIC	EACH	\$ 550.00	1	0	0	0	0	0	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	1	\$ 550.00
60	TRAFFIC SIGN POST (WITH FOUNDATION)	EACH	\$ 500.00	71	0	0	0	0	0	\$ 35,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	71	\$ 35,500.00
61	TRAFFIC SIGN POST (U-CHANNEL)	EACH	\$ 100.00	39	0	0	0	0	0	\$ 3,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	39	\$ 3,900.00
62	SIGN PANELS (TYPE C)	SQ FT	\$ 20.00	560	0	0	0	0	0	\$ 11,208.00	\$ -	\$ -	\$ -	\$ -	\$ -	560	\$ 11,208.00
63	SIGN PANELS (TYPE D)	SQ FT	\$ 30.00	300	0	0	0	0	0	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	300	\$ 9,000.00
64	REINSTALL SIGN	EACH	\$ 100.00	9	0	0	0	0	0	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	9	\$ 900.00
65	RELOCATE LIGHT (PRIVATE)	EACH	\$ 2,000.00	6	0	0	0	0	0	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	6	\$ 12,000.00
66	LANDSCAPE ALLOWANCE	LUMP SUM	\$ 125,000.00	0.52	0.00	0.00	0.15	0.18	0.15	\$ 65,000.00	\$ -	\$ -	\$ 18,750.00	\$ 22,500.00	\$ 18,750.00	1.00	\$ 125,000.00
67	LIMESTONE BLOCK	EACH	\$ 1,000.00	14	0	0	0	0	0	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	14	\$ 14,000.00
68	REMOVE & REPLACE METAL GATE	LUMP SUM	\$ 10,000.00	1.00	0.00	0.00	0.00	0.00	0.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	1.00	\$ 10,000.00

ENGINEER'S ESTIMATE

INTERLACHEN PARK STREET & UTILITY IMPROVEMENTS

CITY OF HOPKINS, MN

CITY PROJECT NO. 2019-10

BMI PROJECT NO. T19.118342

ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITIES						ESTIMATED COSTS							
				STREET	UTILITIES					STREET	UTILITIES					TOTAL QUANTITY	TOTAL COST
					CITY SPOT SANITARY LINING	PRIVATE SERVICES	SANITARY SEWER	WATER	STORM SEWER		CITY SPOT SANITARY LINING	PRIVATE SERVICES	SANITARY SEWER	WATER	STORM SEWER		
69	DECIDUOUS TREE - 2-INCH DIAMETER B&B (HACKBERRY)	EACH	\$ 500.00	15	0	0	0	0	0	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	15	\$ 7,500.00
70	DECIDUOUS TREE - 2-INCH DIAMETER B&B (HONEY LOCUST)	EACH	\$ 500.00	15	0	0	0	0	0	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	15	\$ 7,500.00
71	DECIDUOUS TREE - 2-INCH DIAMETER B&B (LITTLE LEAF LINDEN)	EACH	\$ 500.00	15	0	0	0	0	0	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	15	\$ 7,500.00
72	DECIDUOUS TREE - 2-INCH DIAMETER B&B (SWAMP WHITE OAK)	EACH	\$ 500.00	15	0	0	0	0	0	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	15	\$ 7,500.00
73	DECIDUOUS TREE - 2-INCH DIAMETER B&B (SUGAR MAPLE)	EACH	\$ 500.00	17	0	0	0	0	0	\$ 8,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	17	\$ 8,500.00
74	DECIDUOUS TREE - 2-INCH DIAMETER B&B (PARKWAY NORWAY MAPLE)	EACH	\$ 500.00	15	0	0	0	0	0	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	15	\$ 7,500.00
75	DECIDUOUS TREE - 2-INCH DIAMETER B&B (PRINCETON AMERICAN ELM)	EACH	\$ 500.00	15	0	0	0	0	0	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	15	\$ 7,500.00
76	DECIDUOUS TREE - 2-INCH DIAMETER B&B (RED OAK)	EACH	\$ 500.00	15	0	0	0	0	0	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	15	\$ 7,500.00
77	DECIDUOUS TREE - 2-INCH DIAMETER B&B (SIOUXLAND POPLAR)	EACH	\$ 500.00	14	0	0	0	0	0	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	14	\$ 7,000.00
78	DECIDUOUS TREE - 2-INCH DIAMETER B&B (ESPRESSO KENTUCKY COFFEETREE)	EACH	\$ 500.00	14	0	0	0	0	0	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	14	\$ 7,000.00
79	INLET PROTECTION	EACH	\$ 250.00	181	0	0	0	0	0	\$ 45,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	181	\$ 45,250.00
80	SILT FENCE	LIN FT	\$ 3.50	2950	0	0	0	0	0	\$ 10,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	2950	\$ 10,325.00
81	STREET SWEEPER WITH OPERATOR	HOURL	\$ 150.00	770	0	0	0	0	0	\$ 115,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	770	\$ 115,500.00
82	LAWN TYPE SOD	SQ YD	\$ 8.00	48810	0	0	0	0	0	\$ 390,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	48810	\$ 390,480.00
83	HYDROMULCH TYPE 7 & SEED MIX 25-151	SQ YD	\$ 3.00	5110	0	0	0	0	0	\$ 15,330.00	\$ -	\$ -	\$ -	\$ -	\$ -	5110	\$ 15,330.00
84	RAPID STABILIZATION METHOD 3 (TEMPORARY)	MGAL	\$ 750.00	61	0	0	0	0	0	\$ 45,381.29	\$ -	\$ -	\$ -	\$ -	\$ -	61	\$ 45,381.29
85	REMOVE SANITARY SEWER PIPE	LIN FT	\$ 6.00	0	0	0	16844	0	0	\$ -	\$ -	\$ -	\$ 101,064.00	\$ -	\$ -	16844	\$ 101,064.00
86	ABANDON SANITARY SEWER PIPE	LIN FT	\$ 15.00	0	0	0	620	0	0	\$ -	\$ -	\$ -	\$ 9,300.00	\$ -	\$ -	620	\$ 9,300.00
87	REMOVE FORCEMAIN PIPE	LIN FT	\$ 8.00	0	0	0	1857	0	0	\$ -	\$ -	\$ -	\$ 14,856.00	\$ -	\$ -	1857	\$ 14,856.00
88	ABANDON FORCEMAIN PIPE	LIN FT	\$ 12.00	0	0	0	660	0	0	\$ -	\$ -	\$ -	\$ 7,920.00	\$ -	\$ -	660	\$ 7,920.00
89	REMOVE SANITARY MANHOLE	EACH	\$ 500.00	0	0	0	61	0	0	\$ -	\$ -	\$ -	\$ 30,500.00	\$ -	\$ -	61	\$ 30,500.00
90	ABANDON SANITARY MANHOLE	EACH	\$ 500.00	0	0	0	2	0	0	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	2	\$ 1,000.00
91	TEMPORARY CONVEYANCE OF WASTEWATER (FORCEMAIN)	LUMP SUM	\$ 75,000.00	0.00	0.00	0.00	1.00	0.00	0.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -	1.00	\$ 75,000.00
92	SANITARY MANHOLE CASTING (SPECIAL)	EACH	\$ 1,100.00	0	0	0	73	0	0	\$ -	\$ -	\$ -	\$ 80,300.00	\$ -	\$ -	73	\$ 80,300.00
93	8" PVC SDR 35 SANITARY SEWER PIPE	LIN FT	\$ 60.00	0	0	0	15114	0	0	\$ -	\$ -	\$ -	\$ 906,840.00	\$ -	\$ -	15114	\$ 906,840.00
94	8" DIP SANITARY SEWER PIPE	LIN FT	\$ 75.00	0	0	0	120	0	0	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -	\$ -	120	\$ 9,000.00
95	10" PVC SDR 35 SANITARY SEWER PIPE	LIN FT	\$ 75.00	0	0	0	259	0	0	\$ -	\$ -	\$ -	\$ 19,425.00	\$ -	\$ -	259	\$ 19,425.00
96	10" PVC SDR 26 SANITARY SEWER PIPE	LIN FT	\$ 80.00	0	0	0	283	0	0	\$ -	\$ -	\$ -	\$ 22,640.00	\$ -	\$ -	283	\$ 22,640.00
97	12" PVC SDR 35 SANITARY SEWER PIPE	LIN FT	\$ 80.00	0	0	0	653	0	0	\$ -	\$ -	\$ -	\$ 52,240.00	\$ -	\$ -	653	\$ 52,240.00
98	12" PVC SDR 26 SANITARY SEWER PIPE	LIN FT	\$ 90.00	0	0	0	283	0	0	\$ -	\$ -	\$ -	\$ 25,470.00	\$ -	\$ -	283	\$ 25,470.00
99	SANITARY SEWER TYPE B BEDDING	LIN FT	\$ 20.00	0	0	0	1500	0	0	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	1500	\$ 30,000.00
100	8" CIPP LINING	LIN FT	\$ 30.00	0	2464	0	1715	0	0	\$ -	\$ 73,920.00	\$ -	\$ 51,450.00	\$ -	\$ -	4179	\$ 125,370.00
101	12" CIPP LINING	LIN FT	\$ 40.00	0	0	0	46	0	0	\$ -	\$ -	\$ -	\$ 1,840.00	\$ -	\$ -	46	\$ 1,840.00
102	6" PVC C900 FORCEMAIN	LIN FT	\$ 65.00	0	0	0	1857	0	0	\$ -	\$ -	\$ -	\$ 120,705.00	\$ -	\$ -	1857	\$ 120,705.00
103	6" PVC SDR 26 SANITARY SEWER SERVICE PIPE	LIN FT	\$ 40.00	0	0	0	8084	0	0	\$ -	\$ -	\$ -	\$ 323,360.00	\$ -	\$ -	8084	\$ 323,360.00
104	6" PVC SDR 26 SANITARY SEWER SERVICE PIPE RISER	LIN FT	\$ 45.00	0	0	0	217	0	0	\$ -	\$ -	\$ -	\$ 9,742.50	\$ -	\$ -	217	\$ 9,742.50
105	8" x 6" SDR 26 PVC SERVICE WYE	EACH	\$ 500.00	0	0	0	245	0	0	\$ -	\$ -	\$ -	\$ 122,500.00	\$ -	\$ -	245	\$ 122,500.00
106	12" x 6" SDR 26 PVC SERVICE WYE	EACH	\$ 600.00	0	0	0	7	0	0	\$ -	\$ -	\$ -	\$ 4,200.00	\$ -	\$ -	7	\$ 4,200.00
107	SANITARY MANHOLE	LIN FT	\$ 375.00	0	0	0	728	0	0	\$ -	\$ -	\$ -	\$ 273,112.50	\$ -	\$ -	728	\$ 273,112.50
108	CONSTRUCT 8" OUTSIDE DROP	LIN FT	\$ 250.00	0	0	0	21	0	0	\$ -	\$ -	\$ -	\$ 5,250.00	\$ -	\$ -	21	\$ 5,250.00
109	SEAL SANITARY MANHOLE	EACH	\$ 2,000.00	0	12	0	1	0	0	\$ -	\$ 24,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	13	\$ 26,000.00
110	SANITARY SEWER SPOT REPAIR	EACH	\$ 4,000.00	0	3	0	0	0	0	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	3	\$ 12,000.00
111	4-6" CIPP LATERAL LINING - WYE (2')	EACH	\$ 4,000.00	0	0	0	8	0	0	\$ -	\$ -	\$ -	\$ 32,000.00	\$ -	\$ -	8	\$ 32,000.00
112	TRIM PROTRUDING TAP (NON-IRON)	EACH	\$ 300.00	0	3	0	0	0	0	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ -	3	\$ 900.00
113	TRIM PROTRUDING TAP (IRON)	EACH	\$ 400.00	0	3	0	0	0	0	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	3	\$ 1,200.00
114	RECONNECT SANITARY SEWER SERVICE	EACH	\$ 500.00	0	0	0	252	0	0	\$ -	\$ -	\$ -	\$ 126,000.00	\$ -	\$ -	252	\$ 126,000.00
115	CONNECT TO EXISTING SEWER WYE	EACH	\$ 500.00	0	0	0	13	0	0	\$ -	\$ -	\$ -	\$ 6,500.00	\$ -	\$ -	13	\$ 6,500.00
116	CONNECT TO EXISTING SANITARY SEWER MANHOLE	EACH	\$ 2,000.00	0	0	0	3	0	0	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	3	\$ 6,000.00
117	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	\$ 1,000.00	0	0	0	13	0	0	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	\$ -	13	\$ 13,000.00
118	CONNECT TO EXISTING LIFT STATION	EACH	\$ 5,000.00	0	0	0	1	0	0	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	1	\$ 5,000.00
119	CONNECT TO EXISTING FORCEMAIN	EACH	\$ 1,000.00	0	0	0	2	0	0	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	2	\$ 2,000.00
120	LIFT STATION HATCH/TOP COVER	EACH	\$ 15,000.00	0	0	0	1	0	0	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	1	\$ 15,000.00
121	LIFT STATION GENERATOR (W/ CONCRETE PAD)	EACH	\$ 60,000.00	0	0	0	1	0	0	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -	\$ -	1	\$ 60,000.00
122	CONNECT TO EXISTING SANITARY SEWER SERVICE (PRIVATE)	EACH	\$ 2,500.00	0	0	0	5	0	0	\$ -	\$ -	\$ 12,500.00	\$ -	\$ -	5	\$ 12,500.00	
123	6" PVC SDR 26 SANITARY SEWER SERVICE PIPE (PRIVATE)	LIN FT	\$ 50.00	0	0	0	250	0	0	\$ -	\$ -	\$ 12,500.00	\$ -	\$ -	250	\$ 12,500.00	
124	4-6" CIPP LATERAL LINING - SERVICE	LIN FT	\$ 100.00	0	0	0	125	125	0	\$ -	\$ -	\$ 12,500.00	\$ 12,500.00	\$ -	\$ -	250	\$ 25,000.00
125	CONNECT TO EXISTING WATER SERVICE (PRIVATE)	EACH	\$ 5,000.00	0	0	0	5	0	0	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	5	\$ 25,000.00	
126	1" TYPE K COPPER SERVICE PIPE (PRIVATE)	LIN FT	\$ 50.00	0	0	0	250	0	0	\$ -	\$ -	\$ 12,500.00	\$ -	\$ -	250	\$ 12,500.00	
127	1" TRENCHLESS WATER SERVICE (PRIVATE)	LIN FT	\$ 80.00	0	0	0	250	0	0	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	250	\$ 20,000.00	
128	REMOVE WATERMAIN	LIN FT	\$ 5.00	0	0	0	0	20950	0	\$ -	\$ -	\$ -	\$ -	\$ 104,750.00	20950	\$ 104,750.00	
129	ABANDON WATERMAIN	LIN FT	\$ 10.00	0	0	0	0	3480	0	\$ -	\$ -	\$ -	\$ -	\$ 34,800.00	3480	\$ 34,800.00	
130	REMOVE HYDRANT	EACH	\$ 400.00	0	0	0	0	32	0	\$ -	\$ -	\$ -	\$ 12,800.00	\$ -	\$ -	32	\$ 12,800.00
131	CONNECT TO EXISTING WATERMAIN	EACH	\$ 1,600.00	0	0	0	0	7	0	\$ -	\$ -	\$ -	\$ 11,200.00	\$ -	\$ -	7	\$ 11,200.00
132	HYDRANT	EACH	\$ 5,500.00	0	0	0	0	43	0	\$ -	\$ -	\$ -	\$ 236,500.00	\$ -	\$ -	43	\$ 236,500.00
133	DUCTILE IRON FITTINGS	POUND	\$ 10.00	0	0	0	0	7245	0	\$ -	\$ -	\$ -	\$ 72,450.00	\$ -	\$ -	7245	\$ 72,450.00
134	HYDRANT EXTENSION	EACH	\$ 1,500.00	0	0	0	0	4	0	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	4	\$ 6,000.00
135	12" BUTTERFLY VALVE & BOX	EACH	\$ 3,600.00	0	0	0	0	22	0	\$ -	\$ -	\$ -	\$ 79,200.00	\$ -	\$ -	22	\$ 79,200.00
136	6" GATE VALVE & BOX	EACH	\$ 1,600.00	0	0	0	0	46	0	\$ -	\$ -	\$ -	\$ 73,600.00	\$ -	\$ -	46	\$ 73,600.00

ENGINEER'S ESTIMATE

INTERLACHEN PARK STREET & UTILITY IMPROVEMENTS
 CITY OF HOPKINS, MN
 CITY PROJECT NO. 2019-10
 BMI PROJECT NO. T19.118342

ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITIES						ESTIMATED COSTS						TOTAL QUANTITY	TOTAL COST	
				STREET	UTILITIES					STREET	UTILITIES							
					CITY SPOT SANITARY LINING	PRIVATE SERVICES	SANITARY SEWER	WATER	STORM SEWER		CITY SPOT SANITARY LINING	PRIVATE SERVICES	SANITARY SEWER	WATER	STORM SEWER			
137	8" GATE VALVE & BOX	EACH	\$ 2,200.00	0	0	0	0	63	0	\$ -	\$ -	\$ -	\$ -	\$ 138,600.00	\$ -	63	\$ 138,600.00	
138	6" DIP WATER MAIN	LIN FT	\$ 60.00	0	0	0	0	643	0	\$ -	\$ -	\$ -	\$ -	\$ 38,580.00	\$ -	643	\$ 38,580.00	
139	8" DIP WATER MAIN	LIN FT	\$ 60.00	0	0	0	0	16925	0	\$ -	\$ -	\$ -	\$ -	\$ 1,015,500.00	\$ -	16925	\$ 1,015,500.00	
140	12" DIP WATER MAIN	LIN FT	\$ 70.00	0	0	0	0	3998	0	\$ -	\$ -	\$ -	\$ -	\$ 279,860.00	\$ -	3998	\$ 279,860.00	
141	1" TYPE K COPPER SERVICE PIPE	LIN FT	\$ 40.00	0	0	0	0	8800	0	\$ -	\$ -	\$ -	\$ -	\$ 352,000.00	\$ -	8800	\$ 352,000.00	
142	1" CURB STOP & BOX	EACH	\$ 400.00	0	0	0	0	288	0	\$ -	\$ -	\$ -	\$ -	\$ 115,200.00	\$ -	288	\$ 115,200.00	
143	1" CORPORATION STOP	EACH	\$ 400.00	0	0	0	0	288	0	\$ -	\$ -	\$ -	\$ -	\$ 115,200.00	\$ -	288	\$ 115,200.00	
144	1" TRENCHLESS WATER SERVICE	LIN FT	\$ 70.00	0	0	0	0	550	0	\$ -	\$ -	\$ -	\$ -	\$ 38,500.00	\$ -	550	\$ 38,500.00	
145	1.5" TYPE K COPPER SERVICE PIPE	LIN FT	\$ 50.00	0	0	0	0	20	0	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	20	\$ 1,000.00	
146	1.5" CURB STOP & BOX	EACH	\$ 500.00	0	0	0	0	1	0	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	1	\$ 500.00	
147	1.5" CORPORATION STOP	EACH	\$ 500.00	0	0	0	0	1	0	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	1	\$ 500.00	
148	FORD TYPE A-1 CURB BOX COVERS	EACH	\$ 200.00	0	0	0	0	16	0	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ -	16	\$ 3,200.00	
149	CONNECT TO EXISTING WATER SERVICE	EACH	\$ 400.00	0	0	0	0	288	0	\$ -	\$ -	\$ -	\$ -	\$ 115,200.00	\$ -	288	\$ 115,200.00	
150	CONNECT TO EXISTING CORPORATION STOP	EACH	\$ 500.00	0	0	0	0	22	0	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00	\$ -	22	\$ 11,000.00	
151	TEMPORARY WATER SERVICE	EACH	\$ 650.00	0	0	0	0	288	0	\$ -	\$ -	\$ -	\$ -	\$ 187,200.00	\$ -	288	\$ 187,200.00	
152	TEMPORARY WATER SERVICE (SPECIAL)	EACH	\$ 4,000.00	0	0	0	0	3	0	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	3	\$ 12,000.00	
153	PLOYSTYRENE INSULATION (4" THICKNESS)	SQ YD	\$ 8.00	0	0	0	0	2645	0	\$ -	\$ -	\$ -	\$ -	\$ 21,160.00	\$ -	2645	\$ 21,160.00	
154	TRACER WIRE ACCESS BOX NON ROADWAY (WATER)	EACH	\$ 120.00	0	0	0	0	288	0	\$ -	\$ -	\$ -	\$ -	\$ 34,560.00	\$ -	288	\$ 34,560.00	
155	TRACER WIRE TEST STATION (HYDRANT)	EACH	\$ 120.00	0	0	0	0	43	0	\$ -	\$ -	\$ -	\$ -	\$ 5,160.00	\$ -	43	\$ 5,160.00	
156	GROUNDING ANODE	EACH	\$ 100.00	0	0	0	0	373	0	\$ -	\$ -	\$ -	\$ -	\$ 37,300.00	\$ -	373	\$ 37,300.00	
157	REMOVE STORM SEWER PIPE	LIN FT	\$ 10.00	0	0	0	0	0	10300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,000.00	10300	\$ 103,000.00	
158	REMOVE DRAINAGE STRUCTURE	EACH	\$ 400.00	0	0	0	0	0	87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,800.00	87	\$ 34,800.00	
159	ADJUST FRAME, RING, & CASTING	EACH	\$ 600.00	0	0	0	0	0	6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600.00	6	\$ 3,600.00	
160	STORM SEWER CASTING (SPECIAL)	EACH	\$ 1,000.00	0	0	0	0	0	31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000.00	31	\$ 31,000.00	
161	STORM SEWER CASTING (R-3067-V)	EACH	\$ 750.00	0	0	0	0	0	136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,000.00	136	\$ 102,000.00	
162	STORM SEWER CASTING (R-2510-A)	EACH	\$ 950.00	0	0	0	0	0	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900.00	2	\$ 1,900.00	
163	STORM SEWER CASTING (R-3205)	EACH	\$ 900.00	0	0	0	0	0	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	2	\$ 1,800.00	
164	STORM SEWER CASTING (R-3262-4)	EACH	\$ 600.00	0	0	0	0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	1	\$ 600.00	
165	12" RC PIPE SEWER CL V DESIGN 3006 (STORM)	LIN FT	\$ 50.00	0	0	0	0	0	1845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,250.00	1845	\$ 92,250.00	
166	15" RC PIPE SEWER CL V DESIGN 3006 (STORM)	LIN FT	\$ 55.00	0	0	0	0	0	5428	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,540.00	5428	\$ 298,540.00	
167	18" RC PIPE SEWER CL III DESIGN 3006 (STORM)	LIN FT	\$ 60.00	0	0	0	0	0	969	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,140.00	969	\$ 58,140.00	
168	21" RC PIPE SEWER CL III DESIGN 3006 (STORM)	LIN FT	\$ 65.00	0	0	0	0	0	280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,200.00	280	\$ 18,200.00	
169	24" RC PIPE SEWER CL III DESIGN 3006 (STORM)	LIN FT	\$ 70.00	0	0	0	0	0	1898	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,860.00	1898	\$ 132,860.00	
170	30" RC PIPE SEWER CL III DESIGN 3006 (STORM)	LIN FT	\$ 80.00	0	0	0	0	0	1833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,640.00	1833	\$ 146,640.00	
171	36" SPAN RC PIPE ARCH CL IIA	LIN FT	\$ 120.00	0	0	0	0	0	698	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,760.00	698	\$ 83,760.00	
172	CONSTRUCT STORM MH DES H	EACH	\$ 1,500.00	0	0	0	0	0	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	2	\$ 3,000.00	
173	CONSTRUCT STORM MH DES 48" - 4020	EACH	\$ 2,000.00	0	0	0	0	0	11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	11	\$ 22,000.00	
174	CONSTRUCT STORM MH DES 48" - 4022	EACH	\$ 2,000.00	0	0	0	0	0	29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,000.00	29	\$ 58,000.00	
175	CONSTRUCT STORM MH DES 60" - 4020	EACH	\$ 3,500.00	0	0	0	0	0	14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000.00	14	\$ 49,000.00	
176	CONSTRUCT STORM MH DES 60" - 4022	EACH	\$ 3,500.00	0	0	0	0	0	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	8	\$ 28,000.00	
177	CONSTRUCT STORM MH DES 72" - 4020	EACH	\$ 4,000.00	0	0	0	0	0	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	4	\$ 16,000.00	
178	CONSTRUCT STORM MH DES 72" - 4022	EACH	\$ 4,000.00	0	0	0	0	0	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	2	\$ 8,000.00	
179	CONSTRUCT STORM MH DES 84" - 4020	EACH	\$ 5,500.00	0	0	0	0	0	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00	2	\$ 11,000.00	
180	STORM CATCH BASIN - DESIGN R-1, 2'X3'	EACH	\$ 1,600.00	0	0	0	0	0	99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,400.00	99	\$ 158,400.00	
181	ADJUST DRAINAGE STRUCTURE	EACH	\$ 1,500.00	0	0	0	0	0	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	2	\$ 3,000.00	
182	6" PERF PVC UNDERDRAIN	LIN FT	\$ 10.00	0	0	0	0	0	23132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,320.00	23132	\$ 231,320.00	
183	6" PVC UNDERDRAIN CLEANOUT	EACH	\$ 300.00	0	0	0	0	0	143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,900.00	143	\$ 42,900.00	
184	4" PVC BACKWATER VALVE	EACH	\$ 500.00	0	0	0	0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	1	\$ 500.00	
185	12" INLINE CHECK VALVE	EACH	\$ 3,000.00	0	0	0	0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	1	\$ 3,000.00	
186	CONNECT TO EXISTING STORM PIPE	EACH	\$ 1,200.00	0	0	0	0	0	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00	15	\$ 18,000.00	
187	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	\$ 1,600.00	0	0	0	0	0	5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	5	\$ 8,000.00	
SUBTOTAL										\$ 6,045,909.29				\$ 2,742,865.00	\$ 3,348,820.00	\$ 2,693,245.00		\$ 15,040,359.29
CONTINGENCIES										\$ 200,989.52				\$ 91,183.49	\$ 111,327.79	\$ 89,533.93		\$ 500,000.00
ESTIMATED CONSTRUCTION COST										\$ 6,246,898.82				\$ 2,834,048.49	\$ 3,460,147.79	\$ 2,782,778.93		\$ 15,540,359.29
ENGINEERING AND ADMINISTRATION (17%)										\$ 1,061,972.80				\$ 481,788.24	\$ 588,225.12	\$ 473,072.42		\$ 2,641,861.08
TOTAL ESTIMATED PROJECT COST										\$ 7,308,871.61				\$ 3,315,836.74	\$ 4,048,372.92	\$ 3,255,851.35		\$ 18,182,220.37



January 7, 2020

Council Report 2020-004

**ORDINANCE ADOPTING THE
RECODIFICATION OF THE HOPKINS CITY CODE**

Proposed Action

Staff recommends adoption of the following motion: Move to adopt for first reading Ordinance 2020-1145 An Ordinance Adopting the Recodification of the Hopkins City Code.

Overview

Staff worked with MCC (Municode) to update the City Code to verify statute references, delete obsolete language, and include language for current City practices. Various departments and staff were tasked with reviewing each chapter and making recommendations as to the final chapter content for the new code. The majority of the changes are not substantive in nature, such as implementing new procedures, but rather updating titles of staff, formatting changes, and adopting various chapters of State Statutes to avoid updating the City Code when State Statutes are amended. The proposed city code can be found at <http://www.hopkinsmn.com/citycode> or in paper form at City Hall.

Once the Ordinance is adopted, the new code will be posted online. As new ordinances are adopted, they will be sent to Municode codification and inclusion into the City Code. Each ordinance will be examined to determine whether and where the ordinance should be placed in the code, and which notes, cross-references or tables should be updated with each supplement. This will ensure our code is always current, grammatically correct and free of errors. Municode provides online hosting with the option to view the code in 99 different languages.

The draft ordinance has been reviewed by the City Attorney.

Supporting Documents

- Proposed Ordinance 2019-1145

Amy Domeier, City Clerk

Financial Impact: \$ _____ Budgeted: Y/N ____ Source: _____
Related Documents (CIP, ERP, etc.): _____

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE NO. 2020-1145

**AN ORDINANCE ADOPTING THE
RECODIFICATION OF THE HOPKINS CITY CODE**

THE COUNCIL OF THE CITY OF HOPKINS HEREBY ORDAINS AS FOLLOWS:

ARTICLE I. Authority. Minnesota Statutes, sections 415.02, 415.021, and 599.13 (collectively the “Act”) and the Hopkins City Charter, section 3.03 authorize the City of Hopkins (the “City”) to adopt and codify ordinances. The Act also provides that any ordinance included in a new city code, but not previously published, is sufficiently published if a substantial quantity of the code is printed for general distribution to the public.

ARTICLE II. Background. At the direction of the Hopkins City Council, City staff and consultants undertook an extensive process to review and update the Hopkins City Code with the understanding that once all the amendments were finalized, they would be incorporated into a new code book, which would be reformatted and readopted as a single unified Hopkins City Code. The purpose of the recodification is not to implement substantive revisions to local laws and policies, but rather to remove outdated and unnecessary code language, reformat the code, update staff titles, and modernize the code to conform to current City practices and state law, as necessary. The updated code has been prepared and it is the intent of this Ordinance to adopt the recodification, which is entitled The Hopkins City Code (the “Code”). No amendments to the City’s current zoning ordinance are incorporated into the Code. A complete copy of the Code was presented to the City Council and the public together with this Ordinance and is further on file with the City Clerk and available on the City’s website.

ARTICLE III. Adoption. Pursuant to the City’s authority contained in the Act and in the Hopkins City Charter, the Code is hereby adopted.

ARTICLE IV. Copies. The City Clerk is authorized and directed to prepare sufficient copies of the Code for use by the City Council and City staff and for general distribution to the public in accordance with City policies regarding the distribution and availability of City documents. The City Clerk shall also keep an official copy of the Code in the office of the City Clerk and ensure that a copy is available through the City’s website.

ARTICLE V. Effect. The Code shall be controlling and shall supersede and replace previously adopted ordinances pertaining to the same subjects contained within the Code, which are hereby repealed as of the effective date of this Ordinance. Such repeal shall not affect: (i) any offense committed or penalty incurred under the previous code; (ii) any rights vested prior to the effective date of this Ordinance; or (iii) the provisions of ordinances levying taxes, appropriating money, annexing or detaching territory, establishing franchises, granting special rights to certain persons, authorizing public improvements, authorizing the issuance of bonds or borrowing of money, authorizing the purchase or sale of real or personal property, granting or accepting easements, plat or dedication of land to public use; or vacating or setting the boundaries of streets or other public places. Furthermore, nothing in this Ordinance or the Code is to be construed to modify, abrogate or abridge: (i) the rights, duties, liabilities, privileges or immunities of the City; (ii) the qualifications or terms of office of City officers as they existed prior to adoption; or (iii) any special ordinance or franchise not embodied in the Code. The Code is declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by Minnesota Statutes by the courts of the State of Minnesota.

ARTICLE VI. General Penalty. Unless another penalty is expressly provided in the Code, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine up to the maximum permitted or required by law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided herein, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the City Council may pursue other remedies, including without limitation, abatement of nuisances, injunctive relief and revocation of licenses or permits.

ARTICLE VII. Amendments. Additions or Amendments to the Code when passed in such form as to indicate the intention of the City Council to make the same part of the Code shall be deemed to be incorporated in the Code, so that reference to the Hopkins City Code includes such additions and amendments.

ARTICLE VIII. Corrections. Given the size of this project and numerous amendments made as part of the Code, the City Council recognizes the Code may contain certain errors, such as cross-references to changes subsections, typographical errors, and other non-substantive matters that may be discovered once the Code is placed in use. The City Council hereby authorizes the City Clerk to work with the City Attorney, as necessary, to make any non-substantive corrections to the Code as may be needed upon discovery. Such corrected provisions shall be incorporated in and made part of the official Hopkins City Code without further action by the City Council.

ARTICLE IX. Summary Publication. In accordance with Hopkins City Charter, section 3.03 and Minnesota Statutes, section 412.191, the City Council determines that publication of the title and a summary of this Ordinance would clearly inform the public of its intent and effect, and so City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On January 21, 2020, the Hopkins City Council adopted Ordinance 2020-1145 which adopted a recodification of the City's ordinances. City staff and consultants undertook an extensive process to review and update the Hopkins City Code so that the City's ordinances could be incorporated into a new code book, which was reformatted as a single unified Hopkins City Code. The purpose of the recodification was not to implement substantive revisions to local laws and policies, but rather to remove outdated and unnecessary code language, reformat the code, update staff titles, and modernize the code to conform to current City practices and state law, as necessary. Prior to adoption, a complete copy of the new Hopkins City Code was presented to the City Council and the public and was further on file with the City Clerk and made available for viewing on the City's website.

Printed copies of the new Hopkins City Code, as adopted by Ordinance 2020-1145, are available for inspection and general distribution to the public during regular business hours at Hopkins City Hall. It can also be viewed online through the City's website, www.hopkinsmn.com.

ARTICLE X. Effective Date. This Ordinance and the Code, as presented to the City Council and the public and made available for inspection in accordance with law, shall be effective 30 days after publication of a summary (the "Effective Date"). Ordinances adopted after the Effective Date that amend or refer to the Code shall be construed as if they amend or refer to like provisions of said Code.

First Reading: January 7, 2020
Second Reading: January 21, 2020
Date of Publication: January 30, 2020
Date Ordinance Takes Effect: January 30, 2020

BY THE CITY COUNCIL

Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE NO. 2020-1145

**AN ORDINANCE ADOPTING THE
RECODIFICATION OF THE HOPKINS CITY CODE**

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or dedication of land to public use; or vacating or setting the boundaries of streets or other public places. Furthermore, nothing in this Ordinance or the Code is to be construed to modify, abrogate or abridge: (i) the rights, duties, liabilities, privileges or immunities of the City; (ii) the qualifications or terms of office of City officers as they existed prior to adoption; or (iii) any special ordinance or franchise not embodied in the Code. The Code is declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by Minnesota Statutes by the courts of the State of Minnesota.

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BY THE CITY COUNCIL

Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk